

Prior Weston Primary School & Children's Centre PTA Minutes 01/ 11 /2019

Present (bold) ; apologies (non bold):

Frank Forster (R, Y4, Y5),	Louise Ketleys (Y3, Y5),	Mel Price (Y5),
Alex Dobre (R),	Jassi Randell (Y3, Y5),	
Nicole Scott (Y1),	Juliana Lottmann (Y5),	
Faiza Abdow (Y1),	Herveline Revenu (Y5),	Fiona Maccorquodale (Head T),
Caroline Allore (Y2),	Loic Fossiez (Y5),	Bev Newman (School Lead)
Tom Martin (Y3),	Mitra Karvandi (Y5),	Bernie (School Lead)

Proposed Agenda

1. Review dates for coming events
 - 1.1: Brass concert, 10 Dec - agree fundraising / ticket selling
 - 1.2: Bake sell, Wed 11 Dec? Help required?
 - 1.3: WFF: pushed to end of January?
 - 1.4: Auction, volunteers to lead?
 - 1.5: Set dates for all future PTA meetings - coordinate to be the dates of the coffee mornings with Fiona
2. PTA Communication – and needs
 - 2.1 A second secretary needed + website updater
 - 2.2 A chair
 - 2.3 Who can take care of a com push: ask for each year group representatives, design a flyer or else as discussed last month
3. Discussed last meeting but probably for Fiona to update in a few meetings still:
 - 3.1 clubs,
 - 3.2 budget spending this year
4. AOB

Agenda	Notes and Actions	Who	By When
1.1	Discussed the need to make sure the difference between LMM concert on 3 December and the brass concert on 10 December are well communicated Liaising with LMM for raised amount to contribute to the Prior Weston contribution to LMM and see if we can benefit from the BIG Give via LMM.	Jada (from school) Tom / Herveline	
1.2	Bake sale: marketing to start with posters, twitter, flyers, word of mouth etc from second week of November to make sure it's understood as annual event. Juliana volunteered to help Nicole on the day. Picture should be shown to Jada to make sure we can use on the website	Nicole S, Caroline A, Juliana L	
1.3	World Food Festival should move to around January midterm, to allow some time between events	Fiona	Review in the December or January meeting

	<p>Explore coordinating with Friends of Fortune Park, Richard Cloudesley School to make it a wider community event</p> <p>Faiza volunteered to organise with the help of the school. Herveline to introduce Faiza to former organisers (Marie Y5/Y3)/ Sandra (Y6)</p>	Faiza	
1.4	<p>Still looking for Auction lead volunteers, maybe pair up? Tom happy to take a significant part but not to lead</p> <p>Fiona mentioned questions were raised about Quizz nights. That event has not been run for about 4 years but if parents are keen they should by all mean organise.</p>	All -	
1.5	<p>Proposed PTA meeting dates (and publish): 29/11/19 27/03/20 26/06/20 31/01/20 24/04/20 17/07/20 (?) 28/02/20 22/05/20 (?)</p>	School to confirm	
2	<p>Frank to help Caroline with minutes (co secretary)</p> <p>Next Coffee morning with Fiona suggested to be 'volunteering with the school'</p> <p>Com push to include a name change? E.g., 'Friends (and Alumni) of Prior Weston' – for a more inclusive feel (some parents feel the PTA is not them)</p> <p>Review use of google group</p> <p>A new board/space to be found in the school (maybe the entrance for PTA com)</p> <p>Design a sign up sheets with different type of volunteering possible, to be made available at Friday meetings and on a board/ at reception</p> <p>PTA comment box at reception to be checked at each meeting (addition post meeting)?</p>	<p>Frank</p> <p>Fiona</p> <p>Caroline? / Alex? With the school?</p>	
3	No meaningful additions		

Next meeting date: Friday, 29/11/2019

Proposed High level next Agenda

1. Events
 - a. Last minute arrangements for Brass ensemble
 - b. Bake Sale
 - c. Set date for WFF
 - d. Find leads for Auction
2. Com
3. Fiona to update on Clubs for Winter term and budget spend