

PTA Committee Meeting 17 September 2017 – 9.00am

Attendance: Jen Ingham, Lara Stokes, Carrie Hayward, Lisa Guppy, Sarah Awuye, Ruth Dorso, Emma Dadson, Sonia Beslika, Jen Watkiss

Apologies: Becs Elkins, Anna Nileswhar

1. Welcome & Apologies

All in attendance introduced themselves and the current or proposed role on the Committee.

For the benefit of the new Committee and the Head Teacher, we discussed how PTA had worked in the past – meetings (committee meetings once per month and open meetings once per term), attendance, how we spend money (currently requests made at committee meetings, but would prefer the funding form to be used), preference is to fundraise for a specific item. In general PTA likes to ensure even spread of spending funds eg if money spent on mound for KS2, then it is good to fund another project for lower down the school. There are certain regular payments which PTA makes each year for which we have already committed funds eg life bus, residential. This generally amounts to between (£4,000 to £5,000)

SA shared her ideas for possible projects that she would like to have PTA involvement:

- Dedicated year 1 area. This has been discussed in principle and Ms Hudspith had sent in a proposed plan. Things were sidetracked by the proposed cover for Pink courtyard area. But, in principle we have agreed to help fund this development. No amount has been agreed.
- DT – It would be great to have a design and technology space in school with dedicated equipment – tools, a place to do experiments. At this time, school is still considering where it would be located. Perhaps part of music room?
- Quiet space - nurture shed to be re-equipped.
- The Year 1 area and DT space may not happen this year but perhaps we could ringfence money so it would be available once the project was planned and agreed.
- Currently, subject leaders are assessing equipment and resources already within the school. Once the school is aware of what is currently available, the subject leaders can make sure things get used and then work out what, if any, additional items they would like.

Was discussion regarding request to fund a keyboard for keyboard club for £100. Request came direct to PTA, would be better to have requests come through Head Teacher. Also mentioned funding request form. **Action: LG to circulate form with minutes.**

Jl confirmed that there are parents who are happy to help out and volunteer. In particular Chris Thorpe really would be keen to help organise the music room. Chris would be happy to come in and review the music room, catalogue the resources and organise the space. **Action: Chris to contact SA to discuss.**

SA in general idea is to review overall resources and equipment and then put together a plan. Therefore fund small items but would be good to develop a pot to fund bigger projects in future especially DT and science.

2. Communication:

The PTA Mission statement which we mentioned at our AGM last year:

Our PTA exists to provide the families of Phil & Jim with fun and interactive social activities that strengthen the relationship between home and school, and build a sense of community amongst all our families. We use these events to fundraise for programs, facilities and activities at Phil & Jim.

Discussed PTA communications – classlist and separate PTA school wide email using mailchimp. School is looking to organise new email system as current one is not working.

One issue is new parents and making sure they are aware to sign up to classlist. Maybe Louise Wright as Transitions Co-ordinator could discuss how PTA co-ordinates with new parents (especially those joining later in school year and in higher years) and could ensure new parents can contact PTA. **Action: CH to liaise with Louise Wright.**

3. Fundraising – Structure, Calendar, Cake sales, Bazaar

We discussed cake sales - how they currently operate with money held by Karen May, whether teachers spend the money, certain year groups using for specified activities or projects, notification/communication of how money spent is poor, should we have cake sales, whether it would affect other fundraising activities, other options, will the money be missed?

Options:

- Macmillan coffee morning? Just one event where baking cakes.
- Plus maybe one cake sale a year?
- Alternative events – book sale or bric-a-brac?
- Run-a-thon? Would be good to have something that was an activity.
- Children should be involved eg run-a-thon would be great.

Action: One cake sale per year group during the year. This would work out to one cake sale per month overall. In addition, PTA to look at organising run-a-thon or maybe book sale.

Calendar - happy to go ahead. Requirements:

- Photographer – we have some ideas. **Action: JI and SA to discuss with their respective contacts. Also will add to PTA email requesting any parents who happy to do the photography to volunteer.**
- Parental permission. Dropbox folder has permission slip. **Action: JI to send to CH. CH to send to Karen May and co-ordinate.**
- Maya Little has agreed to do graphic design.
- Electronic permission slip? Maybe could consider.
- Themes for each month decided by the children whose birthday it is. **Action: School to organise themes and give notice to parents.**

Bazaar – **Action: LG to check with Karen May regarding possible dates.**

4. South African School Fundraising

Over the last few years we have raised certain funds for our partner school (Tinis School) in South Africa totalling (£623.64). These amounts have not yet been paid to the school. Zoe Banfield is due to visit Tinis School in October. We have agreed that ZB to ask the school what they need and then we can fund with the £600+ reserved.

Meeting closed at 10am