

Phil & Jim's school PTA

Meeting Minutes

28th September 2018

Present: Sarah Awuye, Adriana Obloj, Jen Watkiss, Carrie Heyward, Anna Nileshtar, Rebecca Akins (BA), Richard Ekins, Delia Secker-Walker, Joanne Bowlit, Karen May

1. Welcome and apologies

Lisa sent her apologies.

2. Minutes of the last meeting

Agreed. There were no matters arising.

3. Classlist and GDPR

Richard Ekins attended the meeting to offer advice on GDPR based on his experience with St John's College.

SA explained the schools concerns around the use of Classlist because of data protection and safeguarding. The school has no official relationship with Classlist and cannot give any information to the PTA to manage names on Classlist without the express permission of parents which at the moment the school has not been given. Furthermore, if a school event is organized on Classlist rather than officially through Parentmail this causes a safeguarding issue for the school.

It was agreed that if managed by the PTA and used correctly Classlist is a valuable communication tool between parents at the school and that it can help disseminate information.

Actions

KM will add a clause in the School's Privacy Statement requesting parents' permission for the school to share with the PTA the specific information required for the express purpose of updating Classlist.

PTA (AN & JW) to issue guidelines on use of Classlist etc to parents to include:

- Adverts to be placed in the advert/announcement section
- If there is concern about the use of CL this should be directed to the PTA not the Headteacher
- Information about school events should be disseminated by the school on Parentmail first then promoted on Classlist if appropriate

4. Calendar photography Wednesday 3rd Oct

A revised list of monthly names to be disseminated. PTA volunteers to help organise the children throughout the morning. (AN, RE, JB)

5. Christmas plans Friday 14th Dec

Christmas Bazaar – as last year: during school day, all children rotated through by class, volunteers help children buy presents (donated by parents) giving children real sense of responsibility and fun. Note: we're stopping the grotto, as the children's enthusiasm has dwindled over the past years, but there will be a Santa at the evening fair.

Action D S-W

Evening Christmas Fair 3.30-7.30pm – for families to attend together after school to include:

- external organisations who pay to attend eg Neal's Yard, Traidcraft (CH), Unique Creations (JB), Oxfam (AN);
- food providers (to be investigated – Donnington Doorstep (AN), Waste food organisation (JB) and others(all);
- school mugs (JB);
- school choir
- fundraising raffle (Lisa Peter)
- Santa's Grotto

Money raised to go to The Oxford Gatehouse.

6. Communications on the Cloud – AO

Ruth Nossek will talk with Adriana to set up Google Drive to share limited docs.

7. Swishing Saturday 10th Nov

7.30pm tbc RE will look into licence.

8. Library plans

Two companies are putting together plans and quotes, waiting for another. Approximate cost £10,000-12,000 to kit out the new room. The existing space to be used to provide storage and a workspace. Aoife is working 1 day a week as librarian to set up the library with the library management system, source books (parents could perhaps donate) and to train children as librarians.

Agreed that the PTA could help the school fund this vital space but that it would not be able to also fund requests for smaller projects.

9. AOB

INTOFILM www.intofilm.org is a charity working to encourage children to get into film – watching and making – by showing free films in cinemas for schools during November and by supporting schools set up Film Clubs. JB will look into setting up a film club and showing films at the school for families to attend together. She encouraged the school to look into taking classes to films on offer at the cinema that could support the curriculum, be fun, and free.

The meeting closed at 10.10am.