



Minutes of PTA Meeting

28.01.2019

Minutes Taken by: Kate Perkins, Secretary

Board Members present: *Saban (Chair), Emily (Vice Chair), Gill (Treasurer), Kate (Secretary) , also Kim Adlington (FLO) and Tracy O'Conner (outgoing chair)*

Other committee members present: *Gemma Purver, Katie Jury, Olive Bouraki, Nicola Heal.*

Actions Taken

- New logo and newsletter format agreed. First newsletter will go out within the next fortnight and will be very half term following. Emily Cadwallader & Kate Perkins to produce.
- Agreed that the PTFA needs its own charity number – Saban, Chair, to expedite this with assistance from Tracy O'Conner
- Gillian Brown, Treasurer, to be made a co-signatory on the PTFA bank account
- Meeting date set up with the Board and School Co-heads to confirm various event dates, ensuring no diary clashes.
- Access to school's PTFA webpage (via school website) to be agreed, so that PTFA have direct edited/posting capabilities
- Tracy O'Conner to advise current PTFA fund as stands at present
- Advertising to be offered to various local business in the new PTFA newsletter
- Request made to school for a separate PTFA school e-mail address to allow all direct communication to own mail accounts. Account to be administered /accessed only by the four Board members.
- Contact list has been created and will be circulated to all Board and Committee members this week. Agreed a Whatsapp group, administered by the Board will also be created, all welcome to join.
- Full list of class reps to be created and circulated to all parents via the PTA newsletter.
- Facebook Group for PTFA now administered by the Board also.
- Aim to have our own transport- either in the form of an owned or contract hired mini bus.

Other Business and ideas discussed.

1. New logo represented by Emily Cadwallader.
2. Confirmation that the new annual PTFA insurance policy has been paid within the last week.

3. Make sure everyone volunteering is CRB checked.
4. Our main aim is to raise as much money for school through events, with budget cuts it is vital that we help support our children education.
5. This could be our mottoThe more volunteers we have the more money we raise!
6. The events which make the most money are the school fairs. This involves lots of fun activities, parents or local companies that hire stalls to promote their business, such as selling items or using skills, for instance massage.
7. Also 'Quiz Night' for parents proves successful and a great way for parents and school staff to integrate. Nick Brinkley is happy to be the quiz master. We just need to book in dates. Spring would be a good time and give us time to promote.
8. KS1 and KS2 Discos - Tracey and Saban will arrange to meet up with Jean O'Callaghan to book dates in for these and other upcoming events. Disco also going ahead at the quarter house on 16th February.
9. Lent and Easter is our upcoming church event. Therefore, involving the children in a 'Easter Bonnet' competition would be fun or other fun events.
10. Perhaps making use of our local cinema to see if they would do a movie night for adults, perhaps a vote on what would be the most popular screen viewing?
11. What is our aim over this coming year? We all agreed that we would love our own school minibus. We pay a lot out every year on coach hire, so having our own bus would give us so much more flexibility.
12. Cake stalls can prove expensive and time consuming to make, therefore asking local supermarkets if any cakes, near sell by date, could be donated? Also fruit for the healthier option.
13. We currently hold a Mother's Day tea party in year 4 which involves tea, cake and entertainment from the children. Perhaps a 'family day' for Mums, Dads and Carers could also take place annually.
14. Olive suggested a summer BBQ? Last year the year 6 leavers met at mermaid beach, which was a huge success.
15. Emily suggested to send out a PTA newsletter, perhaps every term or quarterly with upcoming events and perhaps information on how parents can help?
16. Noticeboard at the side of the school use discussed- we can use this for advertising. Could we have another notice board, at the school gates, where parents gather at drop off and collection? Could PTFA fund this?
17. PTFA have use of the 'hut' at the far end of the playground at the beginning and end of school. Ideas as to how to use this and how to 'man' it have been discussed and will probably be put into action in the Spring term

Next Meeting: Friday 1st March 2019



Kate Perkins
PTFA Secretary