

 ****

**Learning Today, Leading Tomorrow**

**PTA meeting**

Date: Tuesday 31 October 9.15am

Present: 12

|  |  |
| --- | --- |
| **Idea** | **Action** |
| Halloween Pumpkin Parade today | Divided glowbands during meetingAssistant Head to conduct assembly, arrange music set up, arrange for distribution of glowbands to all classes, children will receive at the end of the dayAny helpers to meet 1.30-2pm in hall to decorate |
| AGM coffee morning on Fri 3 Nov | Committee to consult guidance document on how AGMs conductedNeed to arrange refreshments (hot drinks, juice, water, biscuits)Financial report from Treasurer to be presentedUse as opportunity to recruit Class Reps, help man Parents Evening stand |
| PTA stand at Parents Evening on Mon 6 & Tues 7 Nov | Need help manning stand - ask at AGM, otherwise can leave stand unmanned with info leaflet & notebook to leave email addressesNew leaflet design (K)Need to arrange refreshments (note hot drinks only in dining hall for Health &Safety reasons)Check with Head for best place for stand |
| Winter Wonderland | Idea recap -reindeer headband making stall jolly jar competition for students with prizes per year group, on day buy jar by raffleWW meeting taking place tomorrow - noone from PTA available to attend - to request update from meeting from HeadNeed to recruit helpers to man stalls, preferably for short periods at a time in order to be free to enjoy event as well |
| Spring events | New idea-badminton sessions for parents & students, feasible as equipment is due to arrive (check with Head how to set up, dates) |
| Dog waste | Persistent dog waste problem immediately outside school corner gates on Downsell Rd, noted by parents & school. Fly tipping also a problem.Issue logged with council by PTA, encourage everyone to log individually, if offenders witnessed to report to councilIssue raised on social media to councillor Clyde Loakes, rapid written response - stencils seen stamped on street along Downsell Rd & affected entrance, however waste still presentDiscussed possibility of petition to be signed by parents at Parents Evening, or getting children to sign up parents before school or home time, or utilising school council/prefects. Petition to be designed (K). Check with Head for feasibility |
| PTA email address  | Set up has been requested on 17/10 with 3 specified names (F, K, staff M). To chase if has been set up (F).Limited in ability to communicate until this is set up. Alternative ways to make contact discussed - through newsletter, suggestions currently can be taken in yellow notebook, have suggestions box at school office (check with Head) |
| Costing for events | School office told PTA that any future printing after Halloween Pumpkin Parade will be charged from PTA funds - check with Head |
| Insurance  | Secretary advised to contact POD committee (previous PTA) for this information (F to do) |
| Information from PODS (old PTA) | Existing PTA resources - bunting , flags, digital bingo machine, candy floss machine, barbequeStorage near car park, accessed only by caretaker, key in office |
| Class ambassador | Aim to recruit parents from each class to widen PTA across school.Advertise in newsletterDiscussed possible names for this post - contact, liasor, rep. Majority vote for Rep |
| Minutes taking | Minute taking to be by different people each time to improve information capture thus minutes availability. Accepted by majority vote. |
| Newsletter entry for this week | -advertise PTA stand at Parents Evening- advertise recruitment for Class Reps |
| **Next meeting Fri 3 Nov** |  |