

**Learning Today, Leading Tomorrow**

**PTA meeting**

Date: Friday 9 October 9.15am

Present: Farah, Kirsty, Sumy, Alex, Alex's mother, Safira, Maria, Monwara

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| **Idea** | **Action** | **When** |
| Halloween Pumpkin Parade | * Staff Dress Up, children to vote during assembly for best dressed, source simple prize * timings KS1/ Early Years 2pm   KS2 2.30pm   * children show pumpkins parading in a circle * PTA and Parents will decorate hall night before (Mon 30/10 - to be reviewed) * present to each child - glowband - total cost approx £69.90 from Baker Ross. Pound Shop mentioned as cheaper - to investigate * Décor - tinsel 3 packs, garlands, paper pumpkins 3 packs. Can school order as use them regularly, then PTA reimburse - to be investigated * Must establish a group of parents who want to help ('On the day PTA') - decided WhatsApp not ideal as comments visible to all, may inhibit participants. Set up PTA email address, use this to communicate to parents actively interested.   Friday 20/10 letter & pumpkin template to all children.  Draft letter seen gives instructions on how to use template/make your own model, invite parents etc, timings of assemblies, briefly explain PTA's activities - use existing leaflet for this, print on back of letter)  Draft poster seen | Parade - Tues 31 October  Friday 20/10 letter & pumpkin template to all children. |
| PTA meetings | Majority vote for:  -meet fortnightly - review if can reduce  -changed day to Tuesday  -organisational name will be PTA | Review in January if can reduce meetings to 1 per half term |
| AGM | Present financial report? - feasibility to be reviewed  Make into social event - coffee morning | Friday 3/11 915am |
| PTA involvement in Winter Wonderland | Stall ideas (Head to approve)  Jolly Jar   * Before event, children to decorate jars and fill with small presents - to review criteria for these (no nuts, sweets ok?, toys, stickers, stationery etc) and hand in. At fair, sell raffle tickets which match up to the same number jolly jar. * Additionally, have best jolly jar competition with prizes (will need to be done before jolly jars are sold?) - review   Make your own reindeer ears headband - review materials required (strips of card, cut out reindeer ears, decorate using coloured pens/glitter/stickers)  Provide supportive role to existing plans for event, including On The Day PTA:   * No regular commitment necessary, just parents who would like to help with specific events or activities. |  |
| Improve PTA communication | WhatsApp not ideal as comments visible to all, may inhibit participants. Non core committee WhatsApp group to be disbanded.  Set up PTA email address, use this to communicate to parents actively interested. Need PTA members to man this |  |
| Website comments need to be responded to | Response by staff to continue |  |
| PTA involvement in Autumn events | Insufficient time & manpower to take over organisation of Autumn events  Bingo event on 8/12 - PTA unable take over organisation & noted to be 1 day before Winter Wonderland - either school to organise, or PTA to plan for Spring/Summer - check with Head |  |
| PTA involvement in Parents Evening | Parents Evening 6 & 7/11  To have a stand with PTA information, sign up parents by taking email addresses for active involvement.  Provide hot drinks/biscuits - complimentary or to sell - review  (Head to approve) |  |
| Have committee photos on website? | To be reviewed |  |
| **Agenda for next meeting** | Spring term event planning | **Next meeting**  **Tuesday 16 October 9.15am** |