



PTA Meeting Minutes, Thursday 12<sup>th</sup> September 2019

Attendees: Syreeta Tranfield, Kaylee Warman Tajinder Salotera, Gurcharan Salotera, Julie Williams, Ana Fraga, Gemma Thomas, Robyn Russell-Hughes, Camilla Young, Carly Gammage, Christine Lovett, Preena Pankhania, Matthew Armsby, Michelle Soan, Sandra Mulcandi, Chris Lean, Patricia Huertas, Ali Lake, Chloe Fisher

Apologies: Mike Seymour, Selena Pugh, Katie Vincent, Kimberley Latham, Kim White

Item	Subject	Actions
1	<p><b>Matters Arising from the minutes</b>            All approved the minutes and no matters were raised for discussion</p>	
2	<p><b>AGM</b>  <b>Chair's Report</b>            Matthew commented on Chairs Report from 2018/2019. Reached the financial target.</p> <p><b>Treasurer's Report (2018/2019)</b> (attached)            The target of £16,000 was exceeded with a profit achieved £17,171.27            Best margin achieved was at the summer event            Gift Aid raised £895 – this was the first year being able to claim and made a big difference.            Opening balance £7244 for 2019/2020            Ana will continue with treasurer position and Kim will look after the regulatory issues.            Tajinder thanked the school and the staff for their help and support with the PTA events over the last academic year.</p> <p><b>Election of Officers and Trustees of the Committee</b></p> <ul style="list-style-type: none"> <li>▪ Chairperson - Gurcharan, Tajinder and Kaylee to act as co-chairs Vote in favour.</li> <li>▪ Secretary – Syreeta to continue. Vote in favour</li> <li>▪ Treasurer – Ana and Kim to share the role. Vote in favour</li> <li>▪ Charity Trustees – Tajinder and Gurcharan to join as trustees. Sandra suggested that the trustees should be independent of the PTA. Tajinder explained that the trustee position poses no conflict of interest. All agreed to proceed as proposed.</li> <li>▪ Any other officer – none put forward</li> </ul>	
3	<p><b>2019/2020 Financial target</b>            Tajinder suggested £16k target            Gurcharan suggested £20k            Discussion around moving forward with the target and aiming higher so settled on having technology as a theme and a financial target of £18k</p>	

4	<p><b>School Requests</b></p> <p>Painting playground at KGB £3500  Classroom Subsidies £2200 (£100 per classroom) Teachers have really embraced it.  Nursery Trim Trail £1500  Yr1 ipads (12) £2500  Park Ave Trim Trail £2250</p> <p>All agreed to commit to the funding of the above.  Paul thanked the PTA for the work they did in 2018/2019 to provide the school with the extras.  School were pleased that the PTA had decided to focus on technology ventures as a focus as these will have a big impact across the school, giving more children access to up to date IT facilities.</p>	
5	<p><b>Communications (Whatsapp Groups) / PTA Logo / Newsletters</b></p> <p>Comms support is needed – Chris Lean offered to help. Syreeta to contact.  Whatsapp group to set up for the core team for easy communications. We shall also trial use of Whatsapp when co-ordinating events. Those at the meeting consented to this by way of written consent and oral confirmation.  It was proposed to create a new logo – Matthew suggested Crystal and Jeremy. Syreeta to contact to see if they can help.  It was proposed to create a pop up stand to display at events – Syreeta to action further once we have finalised a logo design.</p>	<p>ST/CL TS</p> <p>ST</p> <p>ST</p>
6	<p><b>Advertising on PTA Website</b></p> <p>Invitation for someone to take a lead on the initiative. Syreeta to request help on Facebook.  Matthew to send the doc he created to promote the benefits.</p>	<p>ST</p> <p>MA</p>
7	<p><b>PTA Recruitment / Volunteering</b></p> <p>Difficult to generate support for events.  Short notice requests don't help – advance planning is key. Could a volunteer role be created to generate the support needed. – Camilla Young offered to do this.  Use CSR days to help at school – promote in newsletter  Add an incentive for helpers to get involved  Be specific with the help needed for each request for help so people are clear what's needed.</p>	<p>CY ST</p>
8	<p><b>Year Planner</b></p> <p>Autumn Mufti – bring a bottle instead of £1 and hold a tombola to raise more – Agreed. Date for Mufti to be agreed by School.  Sweetie cups – unhealthy and cost a lot to fill. Is there an alternative? Calling it treat cups and using smaller cups was agreed. Also consider using paper bags for a more eco friendly option. Date to be agreed by School  Gurcharan suggested an open-air cinema for the 2019/2020 schedule. All agreed it would be a good event and to look into further  Tajinder suggested sending feedback and ideas for events to add to the schedule to her for discussion at a future meeting.  100 Club lottery – another school ran it as a 50/50 club and it could help to make it more successful. Promote in the playgrounds and take money with card machine...pick a number etc. Gemma volunteered to lead on it.  Need to explain more about each event / initiative we run so everyone understands</p>	<p>JW</p> <p>JW</p> <p>GS</p> <p>All</p> <p>GT</p>
9	<p><b>Halloween &amp; Quiz Night</b></p> <p>Quiz night in the Autumn term would help to engage parents earlier in the year – Could it incorporate a raffle to raise more money?  Trying to capture all types of parents is a challenge. Some need notice, some make last minute decisions.  Discussion regarding different types of event. Adult quiz and a family quiz.  Priority of some parents is to meet parents. So adult only nights would be good.  Ideas for events night:</p>	

	<p>Treasure hunt round school. Murder mystery night Cheese and wine night. Any event would be ticketed event so the numbers re known ahead of time.</p> <p>Agreed on an Adult quiz night with a Bonfire theme. Bar is important. Teachers to run the bar and food. Julie and Paul will do! They have a quiz as well which was well received by teachers. Will pass to Preena and Kaylee to look at.</p> <p>Date: 8th November. Open to All parents. Offer teams or be added to a team in the night Charge? £1 per person agreed which will go to the prize fund. Community event. Maybe charge for food and drink. Do not charge for quiz. MA to mc quiz</p> <p>A Family Quiz will run in March 2020.</p>	<p>JW/PG KW/PP</p> <p>MA</p>
10	<p><b>Christmas</b></p> <p><b>Panto</b> Pantomime company booked – Sleeping Beauty Matthew Arnold school happy to host as they have a theatre. All chairs will be organised for us. Plenty of parking on site. We will need to sell tickets via PTA Events. PTA need to set up Christmas stalls - All to think about the type of stalls and let Tajinder know by email. 8th Dec (Sunday). Performance will be 4pm till 530. 3pm till 6pm for whole event. Checked local Tickets cheapest £10 Suggested ticket price is £7. Voted in by all Family ticket suggested - TBC</p> <p>£750 is cost from company. Capacity 450</p> <p>Sell xmas trees. In car park on the day if possible (Kimberly Latham and Mike Seymour will look into this).</p> <p><b>Xmas Cards</b> Children design cards in school and packs can be ordered. The project in underway and Syreeta will request help via facebook as the process progresses. Big thanks to Syreeta for kicking this off again.</p> <p><b>Xmas event for Nursery</b> Kaylee suggested repeating the nursery and reception event (entertainment during the day followed by a visit from Santa). Possibly this year hold a Story with Santa. In each class and give a gift. £2 charge to cover gift costs. Maybe consider photos of children.</p> <p><b>Other School events</b> Discos – held before the Xmas break for all years other than Reception. Dates to be confirmed by School and DJ booked Date for hot dog night to be agreed by the school.</p>	<p>ALL</p> <p>TS</p> <p>KL &amp; MS</p> <p>ST</p> <p>JW</p> <p>JW</p>
11	<b>Any Other Business</b>	

	<p>As usual send out minutes so people can choose what events they can get involved in. Event dates to be sent out asap. Also include list of roles. Communications, accounts etc.</p> <p>Communication with parents Regular giving via Virgin Giving Advertise <a href="https://smile.amazon.co.uk">smile.amazon.co.uk</a> and easy fundraising</p> <p>Some questions were raised about the accounts: Asked about teacher allowance not in accounts. Explained we did not do last year. Is it possible to provide more detail in accounts about what the money was used for.</p> <p>Could accounts be classified into Investments and expenses? For example Play pod was an investment to school.</p> <p>Noted that Figure on report is incorrect for profit from Summer Event £ 2509 was wrong and should be £4000ish. (Didn't get actual amount) does not change accounts, just wrong figure on report</p> <p>Time ran out and Eco initiatives and collection of Aldi vouchers was not discussed but will be raised at the next meeting</p>	<p>ST</p> <p>ST</p> <p>AF</p>
12	<p><b>Date of Next meeting</b> To be confirmed once we have dates in the diary from school so we can see when would be best time to meet.</p>	