

# Woodstock Primary School, PTA

## Minutes from Meeting on 15<sup>th</sup> November 2017 at school.

### Those present:

Heloise O'Hagan, Chloe Barr Creasey, Janine Saxton, Rashida Arif-Vardy, Lisa Rowe, Sakato Robertson, Cleo Gonzales-Redman, Jane Ma, Amanda Mistry, Ronda Kerry, Ayako Gannon and Anna Meechin.

### Appologies:-

- Karen Cheung
- Caroline Parkes

### PTA - Ways of Working

- Discussed Ways of Working to allow the PTA to operate in a way which is more sustainable; allows the work load to be shared; events to be run more autonomously, within agreed guidelines and with close communication with the Chair and full Committee
- Committee members have access to Dropbox. We can share files with the wider group, as necessary.
- Heloise is putting together a document on transition to new PTA/how to run events i.e who to speak to, how to publicise etc. The aim is to ensure smooth transitions to other PTA members in the future, and empower people to run events efficiently and within the school guidelines.

### ACTIONS

1. **Heloise and Chloe to check Dropbox access for all and issue Passwords / Access as appropriate in accordance with school IT Policy.**
2. **Janine to trial transition/"how to" document with disco in the Spring**
3. **Lisa and Darrell to review Heloise's 'Running an Event ....' document**
4. **Heloise to send document to Caroline Parkes so she can give feedback / help draft on the communications strategy**
5. **Agreed that we should make the website more welcoming with photos of those in roles, and class reps (once we have them). Lisa will confirm if we can do this autonomously as a PTA or of it still needs to go via Anna Poole. If the former we will need guidelines.**
6. **Also add to the PTA page on the website:-**
  - a. **How much we have raised so far each year – running total**
  - b. **What we have spent the money on**
  - c. **What we are fundraising for**
  - d. **How to join the PTA etc**
  - e. **PTA Events Schedule**
7. **Satoko to circulate description of PTA roles she looked up online during the meeting. This is for Ordinary Committee Member and we agreed the R and R document as below.**
8. **Set up Class reps, as parents/carers are perhaps more likely to communicate/respond to someone they know. Heloise / Chloe to send note to ALL PTA Mail Group to see who would be interested.**
9. **Heloise / Chloe Send email to all those who said they were interested in the PTA. List roles, committee and what they do, plus invite wider group to join committee**

## committee roles

- Chairs, Treasurer and Secretary agreed to roles as described in document previously circulated.

## ACTIONS

1. **Amanda to share secretary role with Jane, dealing with correspondence to PTA gmail account with Janine acting as back-up. Heloise and Chloe will also support the activity in the PTA gmail account.**
2. **Satoko to send Role Description for Ordinary Committee Member for inclusion in document below.**

## Schedule of events

- Anna suggested using class lists/PTA social free app to help organise events.
- Lisa informed the group that there will be a family/community event on 24<sup>th</sup> January (linked to earth and space), which we can provide refreshments (drinks and cakes) at.

## ACTIONS

3. **???Contact wider group of those interested in the PTA to support 24<sup>th</sup> January event**
4. **Heloise to send Amanda events spreadsheet**
5. **Amanda to draw up draft schedule of events for circulation and review by Committee before the next meeting on 17<sup>th</sup> January which includes Event Planning.**
6. **Anna Meachin to look into Class lists/PTA social app**

## Expenditure

- Heloise / Chloe issued a note to all PTA volunteers asking for ideas about how the money raised could / should be spent. Ideas are being collated.
- Lisa suggested that the school needs a new sound system i.e small microphones to attach to clothes, or hanging microphones.
- WPS kit for inter-school sports events
- Lighting System for the Hall (Lisa confirmed we have one already)
- School council have put forward the following suggestions:
  - buddy bench,
  - outside clock,
  - KS2 use of nature and nature trail,
  - outdoor gym,
  - outside history place,
  - mini golf,
  - reading corner,
  - water and sand play,
  - Science area,
  - fruit table,
  - planting of fruit trees,
  - KS2 toy area,
  - KS2 equipment,
  - nature focus,
  - rock and fossil day,
  - KS2 garden,

- bug hotel,
- animal watching,
- water fountain,
- working area outside,
- hula hoops,
- den making area,
- soft play area,
- daily activity,
- pirate ship re-use,
- hopscotch (re-painted and more of them),
- athletics area.
- It was agreed that it would be good have something in winter for children to play with when the field is muddy.
- Lisa requested £500 for the school's 'Special Purposes' account. This is for cards and small gifts for those giving up time to come into the school i.e safety day, a volunteer TA. Agreed.
- There have been suggestions that some PTA funds go to charity as the account is quite healthy. It was agreed that PTA funds should be kept for the school, as this is what people giving the money think it is for.

#### ACTIONS

1. **Amanda and Jane to look into suppliers and costs of options of new sound system**
2. **Approximately £500 to be spent on sports bibs with school logo**
3. **Lisa to ask Darrell to invoice PTA £500 for Special Purposes account**
4. **£500 per annum for library software**
5. **Lisa to check on percussion instruments to see if anything is needed (all year 3 and 4 children can learn the clarinet)**
6. **Cash counting machine to be purchased**

#### Future meetings \*\*\* Dates for your Diary \*\*\*

- Next AGM **Friday 28<sup>th</sup> September 2018**. Follow this year's structure of cakes at pick-up and drinks in the evening. This should be planned and organised before the end of summer term with demonstrations / bar etc organised in advance and communications to all parents including new parents joining reception
- It was agreed that there would be one committee meeting per term, with every other meeting taking place in the pub.
- Committee meetings:
  - 17<sup>th</sup> January 2018 (to include event planning),
  - 2<sup>nd</sup> May 2018
  - 10<sup>th</sup> October 2018.
- It was agreed that we should keep up the momentum of gaining a lot of interest in the PTA from the recent cakes/pub events.
- Agreed that we should have a presence at the new parent meetings. Lisa to provide schedule of dates so PTA reps can be assigned to them.

#### ACTIONS

1. **Amanda to include dates in new schedule**
2. **Amanda to include social events in calendar for all PTA to be invited to**

3. **Amanda to check with The Crown whether a space can be reserved for 17<sup>th</sup> January meeting**

## Admin

1. **Cleo to arrange for all committee members to countersign cheques, and for Liz Barnes and Lisa Rowe to be removed as a signatory**
2. **Satoko to delete Facebook site**
3. **Overview of meeting to be included in *Woodstock Weekly* – HELOISE / CHLOE WILL DO THIS, THIS TIME, FUTURE SUMMARY BY MARCOMS IF POSSIBLE?**
4. **Ensure we make it public what we are raising money for.**
5. **TBC (once Lisa has confirmed who can and how to access website) to add photos of what PTA funds have been spent on to website**

## Events

### DecemberFest

- Mike unable to be Father Christmas
- Cleo discussed working with WUTW to collect prizes on our behalf. Committee agreed this wasn't appropriate / doesn't suit the WPS – Community ethos. Re-confirmed discussions / agreement with Danielle about working directly with the local businesses as PTA has always done.

### ACTIONS

1. **Rashida to ask John Williams to be Father Christmas**
2. **Heloise to sell popcorn at DecemberFest**

### Disco

- School council have asked for a disco as part of the 50 years of Woodstock Primary School celebrations.
- 50<sup>th</sup> anniversary is Monday 30<sup>th</sup> April.

### ACTIONS

1. **Janine's husband to run a disco before 28<sup>th</sup> March.**
  - a. **Should have 2 stages,**
    - i. **first 6-7pm for reception and KS1 and**
    - ii. **7.15-8.30 for KS2.**
2. **Both discos to follow the same timing.**

### Camp out

Will take place Friday 18<sup>th</sup> May

## Other

Resh will be taking over as Library Coordinator and from September Chloe has volunteered to become one of the library helpers.

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- A new coordinator is needed for the Book Club, as Zoe White has resigned.

### **Action:**

1. **Ask PTA for volunteer**

## Election of PTA Officers and Committee Members

Volunteering for a position on the PTA committee is a great way to get involved in the school community, meet other parents and friends of the school and contribute to its social side, as well as raise important funds for school resources. If you wish to nominate yourself, or another person (with their consent) as an Officer or an Ordinary Committee member then please attend the AGM.

### PTA COMMITTEE ROLE DESCRIPTIONS

The committee is a friendly group which meets once a term, and outside of meetings communicates by email/phone/at pick up to organise social and fundraising events, e.g. disco and film nights for the children and the annual Summer Fête. We have many committed and experienced members, who are ready to welcome and support a new Chair, Vice- Chair, and Secretary to the PTA. Active members will be fully involved again this year, so you would have lots of support from the team if you chose to take on a role. You could also consider sharing the role with a friend. The roles can be what you want to make them, but they do have some responsibilities, outlined below.

<p style="text-align: center;"><b>CHAIR PERSON</b></p> <ul style="list-style-type: none"><li>• Provide leadership for the Committee and its governance</li><li>• Welcome and get to know new members</li><li>• Set agenda for meetings and manage the meetings in line with the agenda</li><li>• Ensure there is a positive &amp; inclusive discussion of ideas, events, and proposals</li><li>• Write annual report on activities undertaken</li><li>• Work closely with the Vice-Chair, Secretary and Treasurer</li><li>• Sign cheques for the PTA with one other elected committee member</li></ul>
<p style="text-align: center;"><b>VICE-CHAIR PERSON</b></p> <ul style="list-style-type: none"><li>• Provide joint leadership for the Committee and its governance</li><li>• Welcome and get to know new members</li><li>• Work closely with the Chair, Secretary and Treasurer</li><li>• Work with committee members to organise events</li></ul>
<p style="text-align: center;"><b>SECRETARY</b></p> <ul style="list-style-type: none"><li>• Ensure effective communication between PTA members and school</li><li>• Deal with correspondence</li></ul>

- Prepare and circulate agendas for meetings
- Record attendance and take minutes of meetings, write up and distribute to committee
- Help with meeting and event arrangements

#### **TREASURER**

- Manage and control the funds raised and help the committee in their responsibility to do so
- Maintain accurate and detailed financial records
- Present a brief financial report at each meeting
- Record all income and expenditure
- Make approved payments and co-sign cheques
- Prepare floats, count and bank monies
- Liaise with bank and reconcile statements
- Prepare annual accounts