

**St Paul's CE Primary School PTA
(Registered Charity No. 505453)**

Minutes of Back to School Meeting - Tuesday 16th September 2014

The purpose of this meeting was to propose some PTA organisational changes, confirm a calendar of events for 2014/2015 and get ready for the AGM on 8th October 2014.

Ellie welcomed everyone, including new parents, plus Mr Bown, Mr Watson and Mrs Newell.

1. Chairperson Role

Ellie proposed that this role be changed for 2014/2015 to allow other members of the PTA to take on responsibility for managing individual events (Event Leaders). The Chair would retain overall responsibility per the attached role outline. This was agreed.

2. Provisional Calendar

Ellie advised that the sponsored event has been dropped due to timing and low take up, and Bag2School and uniform sales have been reduced to twice a year. The provisional calendar was discussed and these changes were agreed:

- a. to remove next week's Quiz Night
- b. to replace the Barn Dance proposed for 23rd October with a family event eg Bingo Evening
- c. to consider the Barn Dance idea for the summer or perhaps as an alternative to the proposed May dance/ball
- d. the February school disco will not be connected to Valentine's Day and a DJ will need to be found (preferably at no cost).
- e. the first PTA planning meeting of each term will be held after school.

3. This Term's Events

Events planned for this half term need to be ***confirmed and manned now***. These are:

- a. the AGM on 8th October 7pm in the Studio - **Ellie** to produce letter to parents outlining available PTA roles/election procedure plus agenda
- b. 100 Club letter - **Julie H** confirmed this is ready to go
- c. School fund letter
- d. Bingo/Family Evening - **Mr Watson** will speak to a contact who could help ***but an event leader will be needed*** to liaise with Mr Watson and sort refreshments and tickets.

4. PTA Roles for 2014/15

Ellie confirmed that the roles available for this year include Chairperson, Deputy Chair, Deputy Treasurer and Secretary. There will also be a requirement for Event Leaders (per item 1 above). The key responsibilities of each role are outlined on the attached sheet. Class Reps will not be asked for this year. It was agreed that if Event Leaders cannot be found, events will be removed from the calendar, and potentially even stripped back to one per term.

Ellie raised the option of “freezing” the PTA for one year if a full Board (Chair, Deputy, Treasurer, Secretary) could not be found. **Mr Bown** was not in favour and agreed to include an advertisement for these posts and Event Leaders in his newsletter. **Ellie** to provide wording.

5. Forward Plan

- a. *Library* - Mrs Sanghera needs support with book sorting. **Mr Bown** will send out a request to parents. **PTA** to research recycling options for books that are not useable in school. **PTA** to get quotes for replacing the carpet in the library.
- b. *Remembrance/WWII* - there will be a commemoration in school on 11 November and it was agreed to give each child a PTA gift of the commemorative bookmark Ellie sourced last term.
- c. *Fundraising Requests* - after discussion, it was agreed that maintenance of outdoor areas was the responsibility of the school rather than the PTA. **Mr Bown** will provide Ellie with a list of possible new projects the PTA could fund (such as a sculpture, Forest School classroom, extension of entrance, etc).

6. Wrap Around Care

Ellie confirmed she is collating feedback from parents and Naomi Chard will take this to the Governors next week.

7. Any Other Business

- a. Ellie offered the School Fund as an option for funding healthy snacks for Juniors. **Mr Bown** will investigate and respond.
- b. There will be a Macmillan Coffee morning for Reception parents on 26th September. **Meg** will speak to Mrs Smith to offer PTA help.