

**Learning Today, Leading Tomorrow**

**PTA meeting**

Date: Tuesday 14th November 2017 at 9.15am

Present: F, S, K and M

Apologies: Sa and MR

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| **Idea** | **Action** |
| Winter Wonderland | * 2 PTA stalls – 1 is jolly jar and the other is reindeer craft * Jolly jar stall will need at least 2 people * Reindeer stall will need resources – M will find out from Art/D&T Lead if there are resources that can be used * PTA will purchase A3 brown card for the reindeer headbands * Tupperware boxes for money handling * F to finalise newsletter entry and send to Head to check * S to check prizes for jolly jar winners – winner for each year group to be given something different priced from £5-£10 * PTA to reach out to external contacts to see if prizes can be donated – K to write letter for this – F has contact details given by previous chair |
| PTA bingo night in Spring | * F to enquire if SB can lead and organise |
| External contacts | * K to draft a letter to reach out to external contacts * F to check with Head about acceptable methods of external contact (letter, telephone, in person) * Possible contacts – cinema, theatre, Asda, Waitrose, Marcus James (contact them for Easter event), Haart estate agents, local florists |
| Vision | * 1line sentence to go on the school website and put on leaflets and flyers when giving information out about events |
| Targeting parents | * Target parents via newsletters and text messages which works effectively * F to check with office about flyer that was given out last year for summer spectacular targeting parents to support * PTA would like an entry in the parent handbook or give out a PTA flyer when a new child starts school * PTA will organise a coffee afternoon to target parents unable to make morning meetings * Parents Evening PTA stand -try for Spring term. Possibly give teachers PTA information leaflet to give out at Parents Evening. |
| Class reps | * Have a PTA stand in playground in early in Spring term- morning & afternoon * F to put something on the newsletter nearer the date |
| PTA board | * PTA to ask the office for the key * Display events and information on the board outside the school front office |
| PTA banner | * PTA to look into having a banner (similar to ones on school gates) to spread information about PTA * F to check this with Head and ask SB if he has any printing contacts |
| Second hand uniform sale | * To start in Spring term |
| Protocol for idea approval | * Currently all PTA items discussed in meetings. When minutes sent for approval, any ideas raised and checked with Head in same email. * To verify/agree with Head protocol going forward:   When Senior Staff Rep present at meeting, can approve items & forward remaining items for Head. When not present, should items be raised for Senior Staff Rep to approve, or raised with Head? |
| **Agenda for next meeting**  **Tuesday 28th November 2017** | * Bring & prepare resources for the reindeer stall * Check status of parent reps * Book a date in the diary for the second hand uniform sale * New Easter event idea – Bunny Ball (disco) |