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**Learning Today, Leading Tomorrow**

**PTA AGM meeting**

Date: Tuesday October 2017 9.15am

Present: 4

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| **Idea** | **Action** |
| Summary of previous elections | Elections usually held at AGM, however 3 committee posts vacant at start of term- elections held then in order for PTA to start functioning. |
| Activities achieved for this year | Halloween Pumpkin Parade (positive staff feedback via M) |
| Spring activities/events | Activities already agreed -  Badminton sessions (introduced to retired professional player Fa, email/telephone in PTA Contact Book to help run sessions), Easter fayre, 2nd hand uniform sale, World Book Day  Each term there’ll be 1 big main event and 2 small events.  Bingo night is also a possible event for Spring. |
| Winter Wonderland | This is not a PTA event but money raised will go to PTA. Parents can support the event but this will be run by the school. Darveen is responsible for contacting stallholders. PTA will have 2 stalls (jolly jar and craft). Advertise jolly jar competition/donation by newsletter and text. |
| Last year’s events | Sh briefed about this. Sh will email F list of previous years activities, and any decisions made last year which affect this academic year (to be requested in time for next meeting)  Thanks to previous PTA for funds inherited. |
| Posters for PTA events | Sh has a contact who only does 2/3 posters for the year – only for big events. |
| Treasurer | K to meet with previous treasurer to discuss finances and hand-over (date to be agreed). |
| Class parents representatives | This will be advertised in the newsletter today. |
| Committee roles | Secretary is unavailable indefinitely. Agreed new Secretary M. Role includes writing and typing minutes, send to Chair (minutes then sent to Head for approval, then published on website). In M’s absence, S to adopt role; otherwise anyone present at meeting to fill in.  From Spring term, Heads PA A will write minutes. |
| PTA insurance | PTA is currently covered by the old insurance until January. Previous Treasurer has all the info and will send this to K. |
| Costing | Find out if school will charge PTA for sending text messages. |
| Parents evening | Unavailable to man a stand – possibly leave stuff out for parents to help themselves? |
| **Next meeting** | Tuesday 14th November at 9.15am  To discuss:   * How to raise funds from external contacts * Devise vision statement and protocol * Effective ways of targeting parents |

Meeting closed at 10am