

LFA PTA Meeting 12/09/16 in the School Hall

Present: Amell, Fiona, Tanya, Roy, Stacey, Sam, Laura, Karim, Reham, Giselle

- 1 Giselle, Reham and Karim have joined the PTA. Everyone introduced themselves.
- 2 Sam agreed to remain as the Class Representative Liaison Officer and will post on Facebook about what the role involves and ask for 2 volunteers per class.
- 3 Contact lists: Dr. Chapleau will ask the Admin Team to produce a report with the details of those who've consented to having their details shared so that we can produce Year Contact Lists with the details of the child's name, date of birth, parents' names(s), telephone and email address. There will be one list per year and this will be circulated by email as soon as possible by way of a PDF file which Laura has agreed to produce. Class reps will keep us updated of any changes in the contact details throughout the year.
- 4 It was agreed to hold the AGM at the end of the academic year. Date tbc.
- 5 Amell is generating a 'Wish List' for the new school to be sent to Dr. Chapleau asap for consideration in the design of the new school. Things like a dedicated PTA room/storage room; a desk; fridge; freezer; a coffee shop etc. This will be circulated shortly.
- 6 It was agreed that the PTA meetings will usually be held on a Friday morning after drop off and although we can use the school hall for the meetings, there are practically no Fridays when the hall is free due to coffee mornings and workshops etc. So we will shortly decide on an alternative location nearby. The next meeting will be on Friday 23rd September – meeting primarily for organising the Halloween Party.
- 7 Laura is running the McMillan Coffee morning on 30th September after drop-off..
- 8 Parents Welcome and Social Evening on 30th September will be held at the school. Fiona and Sam are the team leaders for the event. The school have agreed to clear everything from the hall to maximise the space. It was agreed that we would ask for a suggested donation of £5 per person to include your first drink and a cheese and bread platter and then there would be a cash bar. This will be payable on the door at the event. We will put the event on Eventbrite to get people to make their bookings and class reps can also generate a register of who all is coming. Amell will create a mini PowerPoint presentation and a number of us will maybe take turns to say a few words about different school matters. Dr. Chapleau will be attending and it was agreed to also invite all the teachers and teaching assistants and any staff who might like to come along – at no charge to them.
- 9 As there is so much talent and resource in our parents, we will generate an informal spreadsheet and make note of any special skills or talents that parents may have which could be useful now and in the future. Fiona will maintain a spreadsheet for this.
- 10 The Halloween party will be held on the last day of term – Friday 21st October. The event will be posted in the newsletter next Monday. This event is a fundraiser and there will be a charge of £10 per child, discounted to £6 for second and third children in one family. This will include everything: face painting, various stalls and games, food, drinks and little prizes etc. Places must be pre-booked. 4 team leaders will be required and we have Stacey, Reham and Jade in place so far.
- 11 Tanya will continue to oversee the Risk Register as required.
- 12 Tanya - Renew PTA UK subscription
- 13 Amell - Renew Hosting Company
- 14 Roy – Clarify the budget next week or so
- 15 Next AGM will be end of the year as once a year is sufficient