

## MINUTES: PTA Committee & School Meeting Spring Term 1

**Date:** 13<sup>th</sup> Jan 2023

**Time:** 2pm

**Location:** LFA

### Attendees:

- Fay Cameron, Co-Chair (FC)
- Holly Olympidis, Secretary (HO)
- Prang Kew, Treasurer (PK)
- Michael Tirrell, Head of School (MT)
- Student Academy Committee (E), (N), (K), (I) – items 1.1, 1.2, 1.3 only.
- Erica Nelson, Events Director (EN) – via Zoom, items 1.4 onwards
- Kerilee Pearse, Events Deputy (KP) – via Zoom, items 1.4 onwards

### Apologies:

- Xuan Kroeger, Communications Officer (XK)
- Rejane Collard-Walker, Co-Chair (RCW)

### Items:

Ref	Item	Point
<b>1</b>	<b>Events</b>	
1.1	Feedback on Winter Market from students	<ul style="list-style-type: none"> <li>● Unclimbable ladder was a firm favourite among children. They loved the competition element (fastest to reach the top in 3 secs).</li> <li>● Air Mountain inflatable also very popular.</li> <li>● Older children thought the inflatable axe throwing and inflatable basketball were more popular among younger aged children. PTA will be more selective in which inflatables are hired at future events. Children liked that some inflatables were aimed at older and some at younger.</li> <li>● Children loved the hot drinks, especially the hot chocolate.</li> <li>● Children loved the hot dogs and pizzas. Burgers were less popular (PTA sold less burgers) but those that had a burger did enjoy it.</li> <li>● Other stalls they particularly liked were Cookie making and Jolly Jars (especially as every draw won a Jar).</li> </ul>
1.2	Proposed Student Business Fair/Stalls (incorporating pre-loved and handmade items).	<ul style="list-style-type: none"> <li>● Students were positive about the idea of a Student Business Fair.</li> <li>● Organisers of Children’s Business Fair recently held in Orpington are in touch with the school (MT) about doing an assembly. – PTA could contact Children’s Business Fair and discuss organising a student business fair in conjunction with/support from them.</li> <li>● One of the Y6 children ran a bracelet stall at the Winter Fair – children liked the bracelets and thought that would continue to be popular.</li> </ul>

1.3	Any other proposed events.	<ul style="list-style-type: none"> <li>• A recent Parent Rep meeting with MT had raised whether the school can do more to support wider charities (such as Children In Need or Red Nose Day). The PTA are limited to fundraising within the powers granted under our constitution; happy to lend resources for parents to fundraise for the benefit of other charities but need to ensure any funds raise for other charities are clearly separated and not a PTA activity/event.</li> <li>• Communities lead for the Student Academy Committee (K) will speak to the wider school at the next School Council meeting to establish which wider charity children would like to support.</li> <li>• Y6 children have been thinking about what end of school event they'd like. They are less keen on a Leavers Disco and would prefer either Clip N Climb (it was pointed out they will be doing lots of that on their PGL trip), or a Chill Out/Movie Night. Y6 end of school event is usually organised by Y6 parents so students will feed back to their parents (including EN).</li> </ul>
	[2:20pm]	[Student Academy Committee left the meeting] [EN and KP joined the meeting via Zoom]
1.4	Dropping parent coffee mornings to 1 per term	<ul style="list-style-type: none"> <li>• Coffee mornings in main hall originally started with intention of bringing parent community back together following pandemic. This has been achieved and felt there is not so much need for one this half term after recent festivities, so the next one will be after Feb half term.</li> <li>• Providing teas/coffees supports pre-loved uniform sales well, so better if we can keep it around the old office space as don't have to move uniform stands through the school. The old office has the old coffee shop chairs and tables that were kindly donated by a parent, and was made to look like a nice café space for last year's Bastille Day celebration in school, so PTA could decorate with bunting, etc, to make it feel like a nicer space.</li> <li>• Depending on numbers of parents, the space may not be big enough but OK to flow outside.</li> <li>• Piano lessons begin at 11:30 so PTA can use the space any time before then.</li> <li>• PTA also considering mixing up times of pre-loved uniform &amp; coffee event to include a before pick up option, to remain as inclusive as possible to those with other commitments at different times.</li> </ul>
1.5	Process for reviewing PTA events Risk Assessments with school (Head and Facilities)	<ul style="list-style-type: none"> <li>• PTA Risk Assessment for future big events will be reviewed by school Facilities Team and MT and co-signed off by MT.</li> <li>• Aim to share with MT at least 1 week before event.</li> <li>• Committee will start to accrue a list of First Aid trained volunteers. Note all parents who work at the school (LSAs, teachers, office staff) will be first aid trained.</li> </ul>

2	<b>PTA time at start of parent/carer classroom visits</b>	<ul style="list-style-type: none"> <li>● Playing the video on the projector could be an issue as the lamp needs replacing so only lasts a few minutes. Replacing the lamp requires a scaffolding tower to reach, so no indication of how quickly it can be done. We can try to play the video and may get through it before the lamp dies, but no guarantee.</li> <li>● Ask XK to send MT the video before the first visit. He can also arrange for it to go on the school website, twitter account, etc.</li> <li>● Leaflets currently in the PTA room can be placed on the front desk before first visit, ready to hand out to parents/carers.</li> </ul>
3	<b>Sports Hall Update</b>	<ul style="list-style-type: none"> <li>● MT still chasing refreshed quotes – Detailed quotes are now expected, which takes time for contractors to prepare.</li> </ul>
4	<b>Gym mats update</b>	<ul style="list-style-type: none"> <li>● Gym mats are on order and expected to arrive soon.</li> <li>● A total of 15 mats were ordered plus 2 trolleys (total cost just over £2,000).</li> </ul>
5	<b>Next Reception Intake</b> - summer term orientation dates.	<ul style="list-style-type: none"> <li>● Summer term orientation dates for September's new Reception starters are due to be released soon.</li> <li>● Format will be the same as previous years – invited for a stay and play session in mid-July.</li> <li>● PTA can ask office to email details of events to new starters but please do not sell them any of the old style grey uniform. Most PTA stock is generic trousers/skirts/shirts.</li> </ul>
6	<b>Pre-loved uniform</b>	<ul style="list-style-type: none"> <li>● As above – most pre-loved uniform is the generic but when selling EN does make parents aware that grey jumpers/cardigans can only be worn until end of this school year.</li> <li>● After this school year, any grey stock left over will be used as spares in school in case of accidents or for coveralls on art days.</li> <li>● EN would like to sell the new school ties with the pre-loved uniform and enquire with Uniform supplier whether PTA can get a discount for a bulk order. MT happy to approve.</li> </ul>
7	<b>Sports Days &amp; Bastille Day/Summer Fair</b>	<ul style="list-style-type: none"> <li>● Sports Days have been scheduled for week beginning 10<sup>th</sup> July (to allow a 1 week window for rescheduling in case of inclement weather).</li> <li>● Will be split up in similar format to last year: R &amp; Y1 will be 12<sup>th</sup> July 9:00 – 10:30/11:00 (Y1 extra 30 mins), Y2 &amp; Y3 on 13<sup>th</sup> July 9:00 – 11:30, Y4-6 on 14<sup>th</sup> July 9:00 – 12:00.</li> <li>● Would be good if PTA are able to co-ordinate any refreshments and organise parents loaning any gazebos they may have.</li> <li>● PTA considering a Bastille Day summer fair on 14<sup>th</sup> July, or summer fair on 15<sup>th</sup> or 16<sup>th</sup> July – EN liaising with core volunteers on availability.</li> <li>● Some concern that parents who are unable to get time off work (e.g. those who work in schools) will feel double penalised if they</li> </ul>

		<p>are unable to attend their child's sports day in the morning and then unable to take their child to the summer fair in the afternoon.</p> <ul style="list-style-type: none"> <li>• MT can potentially offer a 2pm finish on 14<sup>th</sup> July, if PTA would like to run Summer fair 2-5pm. Possibility that teachers and LSAs or club leaders could be responsible for the children whose parents are unable to collect early, until 3pm, thus giving all children opportunity to attend for at least 1 hour.</li> <li>• This may help make the event more inclusive for people who do not live as close to the school and allow those children to attend whose parents do not/cannot usually take them to weekend fairs.</li> <li>• Need to give club providers enough Notice that they schedule 1 week off clubs (or liaise to establish whether they will be responsible for children whose parents can't take them to the fair).</li> <li>• May be logistic issues with a very short window for set up time if Sports Day on the field in the morning and fair starts at 2pm. There is a possibility some members of the Facilities Team and LSAs could be available to assist with set up.</li> <li>• Logistics issue with lack of power and lack of toilets on the field:             <ol style="list-style-type: none"> <li>a) PTA could use a portable generator. Speak to Carey to obtain details of the contact at HSS who was able to provide a portable generator at cost price last year.</li> <li>b) Investigate portaloos hire (1 portaloos hire can cost as low as £25/week – check for event hire and number required).</li> </ol> </li> </ul>
<b>8</b>	<b>AOB</b>	<ul style="list-style-type: none"> <li>• Kat liaising with MT to secure a meeting for ABC book charity.</li> </ul>

### Action points:

Action Item	Owner(s)	Deadline	Status
Student Academy Committee Community Lead to speak to Student Council to establish which wider charity students would like to support.	K	3/3/23	
Continue to chase refreshed quotes for Sports Hall works.	MT	ASAP	In progress
Send MT the new PTA comms video in preparation for sharing at start of parent/carers visits.	XK	20/1/23	
Events team to contact Children's Business Fair co-ordinators to discuss collaboration on students business fair	EN & KP	-	

**Next Meeting:** Friday 3<sup>rd</sup> March, 2pm.

**Meeting closed:** 15:00