

MINUTES: PTA Committee & School Meeting Spring Term 1

Date: 5th May 2023

Time: 10-11am

Location: LFA

Attendees:

- Michael Tirrell, Head of School (MT)
- Fay Cameron, Co-Chair (FC)
- Prang Kew, Treasurer (PK)
- Erica Nelson, Events Director (EN)
- Kerilee Pearse, Deputy Events Director (KP)

Apologies:

- Holly Olympidis, Secretary (HO)
- Xuan Kroeger, Communications Officer (XK)

Items:

Note: Due to the delayed timing of the meeting, the members of the student council were not invited into the session.

Ref	Item	Point
1	Events	
1.1	Feedback on Easter Egg Hunt	<ul style="list-style-type: none"> ● The feedback on the event from parents was very positive and the event was clearly popular ● PTA confirmed that the event also generated a lot of income ● Everyone agreed it worked well holding the event after school
1.2	Jumble Sale	<ul style="list-style-type: none"> ● It was not possible for the Yr 6 children to attend the meeting to ask whether they could design the poster. It was agreed that Michael would ask the EcoCouncil to design the poster ● Action: Kerilee and Erica to provide some bullet points on the key points that need to be included on the poster ● Action: Michael to ask the council develop. ● Erica confirmed the poster was required end of w/c8th May
1.3	Bastille Day Summer Fair	<ul style="list-style-type: none"> ● Planning is all underway for the summer fair.
1.4	Any other events	<ul style="list-style-type: none"> ● See AOB
2	Other Fundraising	

2.1	Stikins name labels	<ul style="list-style-type: none"> • Michael is happy for details of the stickins offer to be to be sent to the Reception parents. He is happy for this be sent as a specific communication. • In addition, this should be included in the newsletter as the offer is open to all parents. The plan will be to include in the newsletter for the 3 consecutive weeks, running up to the deadline • The deadline is end of June
2.2	Y3 parent chasing local artist to try to arrange print of school and surrounding area	<ul style="list-style-type: none"> • No Update
2.3	Tea towels and/or Tote bags	<ul style="list-style-type: none"> • It was confirmed that this was being parked for the time being and to focus efforts on the Christmas Card / Designs.
2.4	Other	<ul style="list-style-type: none"> • Michael reminded the team of the arrangement with Mortgage advisers through James Stillwell. • They have offered to sponsor any events • Action: Events team to get in touch to discuss sponsoring the summer fair.
3	Sports Hall Update	
3.1	Update	<ul style="list-style-type: none"> • It was agreed the planning complexities was resulting in significant delays and that plans to make donations towards renovating the sports hall will be paused. • Alternative plans will now be considered (see section on playground reading and sports field).
4	Playground reading/Library den	
4.1	Feedback on plans	<ul style="list-style-type: none"> • Michael has reviewed the document setting out the options for the reading den • It was confirmed that preferred choice was the highest spec of the options (Option 3). • These have been discussed with the project manager to ensure whichever option is selected is implemented properly • The proposed location is at the top of the steps, near the entrance to the balcony hall • Next steps are: • 1) Project mgr to obtain x2 additional quotes to align with STEP procurement policy • 2) complete roof works to ensure space is clear (planned over the summer)
5	Field plans	
5.1	-Rental of portaloos	<ul style="list-style-type: none"> • To support the events planned in July, the PTA have proposed renting portaloos for the field

		<ul style="list-style-type: none"> • The team discussed increasing the rental period to 6 weeks, Michael was positive, but needs to check with the facility management team • Action: Erica to send over the details of proposed portaloos • Action: Michael to review and discuss with facilities team
5.2	-Permanent compostable toilets	<ul style="list-style-type: none"> • Erica has researched options for more permanent toilets - if the portaloos trial is a success, this could be an area the PTA could support to improve use of the sports field • It was also discussed that as a subsequent stage, we could look to develop “pavilion” or shed next to the toilets to store materials for outdoor learning (e.g. magnifying glasses, nature squares etc). This could also provide shelter for future events.
6	AOB	
6.1	Joe Wicks PE lesson in school	<ul style="list-style-type: none"> • The school have contacted the Joe Wicks team but have had no response.
6.2	New Reception joiners	<ul style="list-style-type: none"> • Erica stated that the team are keen to run a 2nd hand uniform sale at the “stay and plan” session for the new reception kids. This is planned for the 17th July. • Michael is happy for comms to be included about the 2nd hand uniform sale, Classlist and the PTA more generally in the pack that is sent to the parents. • For this to be included, the communications team should email the office and copy Michael. • This can be part of an planned communication, or equally happy for this to be a PTA-specific one.
6.3	School calendar	<ul style="list-style-type: none"> • The school has developed the calendar for the next academic year. Mr T is planning to share this with us and has asked the PTA to complete all key dates for the year ahead (Halloween and Christmas Fair etc). • Action: Erica and Kerilee to complete for PTA events
6.4	Class Reps	<ul style="list-style-type: none"> • Mr T confirmed the school are happy to co-ordinate the nomination and selection of Class Reps. • Action: Xuan to share the Job Description • The office will let the PTA team know the names of the individuals that have been selected - this will be in the first few weeks of the new academic year • The PTA can then support the set up and communication of the What’s App groups.

Actions:

Ref	Action	Owner	Status
1	Events Team to provide bullet points on the key points that need to be included on the poster for the jumble sale to be provided to the Eco Council	Erica & Kerilee	Open
2	Michael to ask the council develop the poster. Erica confirmed the poster was required end of w/c8th May	Michael	Open
3	Events team to contact James Stillwell to discuss sponsoring summer fair	Erica / Kerilee	Open
4	Erica to send over the details of proposed portaloos	Erica	Open
5	Erica and Kerilee to complete the school calendar with dates for for PTA events	Erica / Kerilee	Open
6	Xuan to share the Job Description	Xuan	Open

Annex 1:

Playground Reading Den Proposal Doc:

https://drive.google.com/file/d/1TlxWwzGV7KhJl2Z1oQ1BY_fhZplW8dg/view?usp=sharing