

## MINUTES: PTA Committee & School Meeting Spring Term 2

**Date:** 16th June 2023

**Time:** 2-3pm

**Location:** LFA

### Attendees:

- Michael Tirrell, Head of School (MT)
- Fay Cameron, Co-Chair (FC)
- Holly Olympidis, Secretary (HO)
- Prang Kew, Treasurer (PK) - via zoom
- Erica Nelson, Events Director (EN) - via zoom
- Kat Coffey (KC) - via zoom

### Apologies:

- Rejane Collard-Walker, Co-Chair (RCW)
- Xuan Kroeger, Communications Officer (XK)
- Kerilee Pearse, Deputy Events Director (KP)
- Student Academy Committee

### Items:

Ref	Item	
<b>1</b>	<b>Events</b>	<b>Point</b>
1.1	Jumble Sale feedback	<ul style="list-style-type: none"> <li>● No further discussion or points to note</li> </ul>
1.2	Bastille Day Summer Fair	<ul style="list-style-type: none"> <li>● Events team planning format; likely to involve one inflatable and a range of traditional fair games</li> <li>● Timing will be 3-6pm to allow time for those at after school clubs to attend.</li> <li>● Thank you to MT for offering a 2pm finish from school to start the event at 2; however PTA are concerned not enough parents will be able to attend from 2pm and logistics regarding which children are collected at what time will become complicated.</li> <li>● MT passed on apologies he will not be able to attend the summer fair; beyond his control as a STEP Head's meeting has been scheduled at another Trust school for that afternoon.</li> </ul>
1.3	Events to engage new Reception parents/carers	<ul style="list-style-type: none"> <li>● MT has invited new Reception Parents in for a meeting at 9am on Thurs 22nd June. Is anyone on the PTA available to come in to speak to parents? If not, would someone on the committee like to record a video message? School could also play them the PTA</li> </ul>

		<p>fundraising video. FC unavailable at that time. HO will speak to committee members.</p> <ul style="list-style-type: none"> <li>• New Reception Parent Stay &amp; Play session is Mon 17th July. HO to speak to school office to confirm time.</li> <li>• Possible coffee morning for new Reception parents on first day of term. Reception start at 9am, pick up 11:30am. PTA keen to maximise opportunity to engage those who may have taken the day off work and/or feel it's not worth returning home in that time. From school POV it's best that new parents leave children (and ideally leave the school site) as soon as possible. HO will see if The Oak can accommodate a PTA coffee morning at that time.</li> </ul>
1.4	Proposed AGM	<ul style="list-style-type: none"> <li>• Fri 6th Oct (5th week back to school), to allow requisite time for Notices once new term starts and to prepare Chair's Report.</li> </ul>
1.5	Potential coffee morning in Autumn Term 2 on Internet Safety	<ul style="list-style-type: none"> <li>• School are very happy to collaborate with PTA and give a presentation and/or supply materials for a parent talk on internet safety.</li> <li>• Y2 parent Michel T may be able to present on the tech/app side.</li> <li>• Could speak to community Policing Team, however no current insight into quality of material they use.</li> </ul>
<b>2</b>	<b>Reading/Library</b>	
2.1	Update on reading den procurement/ quotes	<ul style="list-style-type: none"> <li>• No updates yet. Central facilities team will need time to deal. Revisit in Sept.</li> </ul>
2.2	Balcony Hall Library area/additional bookcases	<ul style="list-style-type: none"> <li>• School would like to use Balcony Hall Library area as well as Playground at play times for quiet play.</li> <li>• Need to kit out with additional bookcases, beanbags, etc.</li> <li>• EN can donate 3 preloved bookcases.</li> <li>• KC has researched and suggested three lots of 4x2 Ikea Kallax Units, which can be stood width ways to also act as a bench.</li> <li>• KC suggests with Kallax Units and other resources, beanbags, etc, could be up to £500. HO will arrange committee vote to authorise expenditure.</li> </ul>
<b>3</b>	<b>Parent Reps</b>	
3.1	Proposed job description (as hybrid role with PTA and school leadership)	<ul style="list-style-type: none"> <li>• MT will review doc and let us have his feedback.</li> </ul>
3.2	Procedure for selection of Parent Reps	<ul style="list-style-type: none"> <li>• XK proposed procedure suggestion: 1. current reps to send msg in What's App group asking for volunteers. 2. If no volunteers, school office to send out email asking for volunteers. 3. Do we want to allow/encourage multiple reps and if not who's responsible for selection procedure - school or PTA?</li> <li>• MT happy for reps to share role but would prefer only one rep from each class attends the termly meetings with the school, as numbers could get unmanageably high with multiple reps from</li> </ul>

		<p>every class. Write into JD that in classes where there are multiple reps they should agree between them who will attend each meeting (perhaps alternating).</p> <ul style="list-style-type: none"> <li>• MT wants to ensure everyone is given the opportunity to volunteer; in case current reps skip suggested “step 1” and automatically sign themselves up for the next year. In PTA’s experience the challenge is usually finding any volunteers, rather than having too many/some feeling prevented. Easier to ignore an email from the school office, but more obvious no one else has come forward with an unanswered message in a whats app group. Start with suggested procedure but revisit if any concerns are raised about procedure.</li> </ul>
<b>4</b>	<b>AOB</b>	
4.1	Any update on school defib?	<ul style="list-style-type: none"> <li>• MJ (Office manager) is following up.</li> </ul>
4.2	Notice Board/comms space	<ul style="list-style-type: none"> <li>• School doesn’t currently have a Notice Board. Having one in a prominent space where parents congregate (ie, along playground fencing) would be useful. HO to research weatherproof ideas.</li> <li>• MT happy for PTA to have a space in the school newsletter for PTA updates. FC has drafted an update and will send to MT for inclusion.</li> </ul>
4.3	Trestle tables - do school require more or would additional tables be PTA use only?	<ul style="list-style-type: none"> <li>• School don’t require more. Storage space may be limited. PTA will continue to borrow from local Scouts as/when needed for events.</li> </ul>
4.4	Same pattern for PTA & MT meetings next academic year?	<ul style="list-style-type: none"> <li>• Confirmed</li> <li>• MT will send PTA the school calendar for next year. EN &amp; KP to add PTA events.</li> </ul>

**Actions:**

Ref	Action	Owner	Status
<b>1</b>	Holly to follow up with committee members not present re availability to speak with new Reception Parents on Thurs 22nd June, 9am	HO	Open
<b>2</b>	Holly to confirm time of 17th July Stay & Play session with school office	HO	Open
<b>3</b>	Holly to enquire with The Oak re availability for a PTA coffee morning on first day of term (9-11:30)	HO	Open
<b>4</b>	Erica to donate 3x bookcases	EN	Open

<b>5</b>	Holly to arrange vote for expenditure on Balcony Hall library area	HO	Open
<b>6</b>	Kat to coordinate purchases for Balcony Hall library area, subject to point 5 (above)	KC	Awaiting item 5
<b>7</b>	Fay to send school the PTA comms for inclusion in newsletter, when ready	FC	Open
<b>8</b>	Michael to review Class Rep Job Description	MT	Open
<b>9</b>	Holly to research weatherproof Notice Board options	HO	Open
<b>10</b>	Michael to send school calendar for next Academic year	MT	Open
<b>11</b>	Erica and Kerilee to add PTA events to school calendar	EN & KP	Awaiting item 10

**Annex 1:**

Parent Rep Job Description:

[Class Rep Job Description LFA 2023](#)