

## AGENDA: PTA Committee & School Meeting Autumn Term 1

**Date:** 15th Sept 2023

**Time:** 2-3pm

**Location:** LFA

### Attendees:

- Michael Tirrell, Head of School (MT)
- Fay Cameron, Co-Chair (FC)
- Erica Nelson, Events Director (EN)
- Xuan Kroeger, Communications Officer (XK)
- Kat Coffey (KC)

### Apologies:

- Holly Olympidis, Secretary (HO)
- Rejane Collard-Walker (RCW)
- Prang Kew, Treasurer (PK)
- Kerilee Pearse, Deputy Events Director (KP)

### Items:

Ref	Agenda Point	Notes
<b>1</b>	<b>Events</b>	
1.1	Summer Fair feedback	<ul style="list-style-type: none"> <li>● The children were not invited into the meeting so this was not covered</li> <li>● Time spent on future events - see next point</li> </ul>
1.2	Proposed upcoming events: <ul style="list-style-type: none"> <li>- AGM - 6th Oct</li> <li>- Halloween event (Chesca) - Date TBC</li> <li>- Reading Den Official Opening - Date TBC</li> <li>- Xmas Event (Karolina) - Proposed 10th Dec</li> </ul>	<ol style="list-style-type: none"> <li>1. <b>AGM:</b> The AGM was agreed for the 6th October. Communications have been sent out via ParentMail and Classlist.</li> <li>2. <b>Halloween:</b> There was no objection to the date being 29th October. Events team to confirm with Bridge Security.</li> <li>3. <b>Reading Den:</b> Opening date likely to be 22nd or 23rd October - Kat is working to try and get an author to attend and we are awaiting confirmation from the author.</li> <li>4. <b>Christmas Event:</b> Mr T has been contacted by a parent who would like to organise the Christmas Event, plus one other parent-focused evening event.</li> </ol>

		<p>**Mr T communicated that going forward there will be no alcohol allowed on site for any event. This is inline with policies being adopted by other schools.</p> <p>**Following the creation of the reading corners, the space in the Balcony Hall is no longer suitable for events as this would require furniture and books to be removed.</p> <ul style="list-style-type: none"> <li>● As a result of the points above, the parent social is not going to be approved onsite - parents' socials to be held at outside venues including local bars etc going forward.</li> <li>● The Balcony Hall will not be available for use during the Christmas Party</li> <li>● The next steps for the Christmas event are: <ul style="list-style-type: none"> <li>○ 1) MT to respond to the proposed event organisers email</li> <li>○ 2) A draft of the Event Preparation Guidelines has been shared with MT. MT has a number of comments that were provided in the meeting</li> <li>○ 3) XK to update the guidelines accordingly</li> <li>○ 4) XK and MT to organise a walk around the site with the proposed event organisers</li> <li>○ 5) Proposed Event Organiser to confirm the list of vendors and the names of the team organising the event.</li> </ul> </li> </ul> <p>MT has provided a calendar of the full year's key dates. Erica took the print out to laminate.</p> <p>There are some evening events planned for the Reception Parents to attend. The school would love to invite the PTA to attend to meet the new parents and talk about the opportunities to get involved in the PTA.</p>
<b>2</b>	<b>Reading/Library</b>	
2.1	Reading Den update	<ul style="list-style-type: none"> <li>● All the activities to prepare the Den will be completed by Thursday next week (on track)</li> <li>● ABC (the supporting charity) will now come and kit the Den out</li> <li>● An "Opening Day" is planned for late October (see agenda item 1.2 above).</li> <li>● Project is currently within budget</li> </ul>

		<ul style="list-style-type: none"> <li>KC confirmed that once the den is full, ABC will also replenish with books on a regular basis.</li> </ul>
<b>3</b>	<b>Parent Reps</b>	
3.1	JD sign off	<ul style="list-style-type: none"> <li>This was not covered - we ran out of time. To be covered over email</li> </ul>
3.2	Recruitment	<ul style="list-style-type: none"> <li>MT has identified one parent who is interested in the Treasurer Role. He has directed her towards the team to have a chat.</li> </ul>
<b>4</b>	<b>AOB</b>	
4.1	Feedback on use of portaloos on field over Summer Term 2	<ul style="list-style-type: none"> <li>It was discussed whether the school would like to invest further in the school field.</li> <li>MT explained that they don't have enough staff over break times to allow the school field to be used more.</li> </ul>
4.2	Notice Board - Best location and will school have any posters/leaflets they'd wish to display?	<ul style="list-style-type: none"> <li>There is a notice board available in the PTA cupboard however this is not weather-proof.</li> <li>MT is happy for us to review options for a notice board; he gets contacted by lots of potential suppliers which he is happy to pass on.</li> </ul>
4.3	Tesco Stronger Starts Grant application	<ul style="list-style-type: none"> <li>Not covered - to be rolled over to the next meeting</li> </ul>
4.4	Expenditure	<ul style="list-style-type: none"> <li>The PTA raised the question of what areas the school would like the PTA to invest in next year.</li> <li>MT is going to consult the management team and revert back with a list of potential projects / ideas. Some ideas discussed in the meeting included: <ul style="list-style-type: none"> <li>Music instruments</li> <li>Updated wishlists / Full School wishlists</li> <li>Whole school trip (e.g. to the beach)</li> </ul> </li> </ul>

#### Action points:

Action Item	Owner(s)	Deadline	Status
Respond to message from Proposed Events Organiser	MT	ASAP	Open
Update Event Preparation Guidelines	XK	ASAP	Open

Organise a walk around the site to inform event plans	MT / XK	ASAP	Open
Confirm date for the opening of the Reading Den	KC	29/09	Open
Mr T to discuss potential projects that we could invest in and revert.	MT	End of Sept	Open

**Meeting closed:** 3:00pm

**Next Meeting:** Friday 24th Nov?

**Annex 1:**

Event Planning Guidelines

[https://docs.google.com/document/d/1z-rONPyoleHaYGU-FlaxCguU8x6w-2Pumzduo\\_X093E/edit?usp=drive\\_link](https://docs.google.com/document/d/1z-rONPyoleHaYGU-FlaxCguU8x6w-2Pumzduo_X093E/edit?usp=drive_link)