

AGENDA: PTA Committee & School Meeting Autumn Term 2

Date: 17th November 2023

Time: 2-3pm

Location: Mr Tirrell's Office, LFA

Attendees:

- Michael Tirrell, Head of School (MT)
- Erica Nelson, Chair (EN)
- Fay Cameron, Treasurer (FC)
- Emma Lukey, Secretary (EL)
- Xuan Kroeger, Communications Officer (XK)
- Karolina Curry, Sponsorship Manager (KaC)
- Kerilee Pearse, Events Director (KP) (Dial in)

Apologies:

- Kat Coffey, Events Support (KC)

Items:

| Ref | Agenda Point | Notes |
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| 1 | Friendship Bench | |
| 1.1 | Y6 Student/Pupil Leadership team to present their case for money for the friendship bench | <ul style="list-style-type: none"> ● The children joined us for the first 15 mins ● Madame Westley from the Senior leadership team suggested the friendship bench and the children agreed it would be a good idea ● The children already have a rota in place so that no children are left too long sat on their own ● Children's thoughts: a couple of benches, that fit around 6 children, in the form of a picnic bench, also a table with a folder of recommended games ● The children to provide a site survey (where benches would be) in a letter to the PTA by Friday 24th Nov ● Then PTA can decide what type of bench, look at materials and how much to spend ● Request for a basket ball team to play with other teams. MT suggested Mr Warner to help the children do some research from other STEP schools |

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| 2 | Events | |
| 2.1 | Christmas Fair | <p>KaC provided an update:</p> <ul style="list-style-type: none"> ● On track - 30 stalls have been paid for and £600 made so far ● FC brought to the attention that some of the monies have not appeared in the bank account. KaC confirmed some paid via SumUp ● Currently undertaking step 2 of advertising the activities ● If low on bookings for the photo booth will start advertising externally ● Back-up plan in place for extra food if we have more in attendance than expected ● Bouncy castle company is paying the PTA to attend. They are providing other activities, not inflatables. ● In the event of rain, all the outside activities will be moved to the dining hall ● MT advised to put any requests to premises in an email as they won't be there on the day ● KAC to email premises team regarding use of the stage ● Messy activities are being held in the sports hall which will be easier to clean up ● Balcony hall is going to be used mainly for companies who need power and also potentially for the free activities. MT is happy to have food and drink in there ● Santa's grotto will be in the reading den ● EN concerned about how we move people on, KaC addressed this - attendees will be provided with a digital booklet and a map ● MT agreed the grey stacking chairs can be used ● Monika is going to chat to Bickley primary regarding use of tables in sports hall. EN suggested use of table cloths – disposable or wipeable ● KaC requested to use the benches from the dining hall, MT agreed ● First draft of risk assessment has been done ● KaC to provide risk assessment to EN by Monday 20th Nov |

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| | | <ul style="list-style-type: none"> • Jumping jacks are providing machines for candy floss and popcorn etc, also slushies • MT happy for estate agents to sponsor future events and EN suggested trying Sinclair Hamilton |
| 2.2 | <p>Other events:</p> <ul style="list-style-type: none"> - Potential movie night at school - Easter - Summer Fair | <p>EN discussed plans for the potential movie night:</p> <ul style="list-style-type: none"> - Ratios for child to adult can be found in the event guidelines - License is DVD only - Suggested doing younger kids film with parents to stay, in the balcony hall, and older kids drop off with appropriate ratios in the dining hall. MT agreed <p>Easter this year will be an easter egg colour run:</p> <ul style="list-style-type: none"> - Will be held on Thursday 28th March after an early finish (1.30pm) - KP to send out a save the date for this event on class list <p>KaC suggested parents and carers to be informed of key dates for events in September to allow planning of holidays etc</p> <p>Summer Fair:</p> <ul style="list-style-type: none"> - Will be last weekend in June, Friday 28th or Saturday 29th TBC |
| 2.3 | Use of Bridge & extra set of keys for PTA committee for event weekends, any insurance issues | <ul style="list-style-type: none"> • Bridge gave us a poor service • MT is not permitted to have keys anymore so PTA is not either. This is the same across all the schools. • PTA to ensure everything is ready for a weekend event the day before |
| 3 | PTA cupboard | |
| 3.1 | Key for PTA Cupboard | <ul style="list-style-type: none"> • Not allowed. • KP suggested Bridge to have a copy of the key but this is not permitted |
| 4 | Purchases from school | |

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| 4.1 | Wish list for purchases from school | <ul style="list-style-type: none"> • Reception have requested the mud kitchen and sensory board as must haves. PTA have agreed £2,000 towards. The rest is a nice to have. MT will take forward mud kitchen order with their supplier as they have a discount • For purchases going forward, it was agreed if it's a big purchase it can be paid for through the school and if the VAT isn't significant (4 figures or below) the PTA will pay directly |
| 5 | Successful Mums Careers Academy | |
| 5.1 | Event for next year | <ul style="list-style-type: none"> • Event earlier this year, very well received • KaC has a lead for women at work, also for other key causes, such as LGBT, KaC's company is keen to work with MT. Corporate will only gift money in the month the event happens |
| 5.2 | Reference for Harris Academy | <ul style="list-style-type: none"> • MT has provided a reference |
| 6 | AOB | |
| 6.1 | Clarity on national events – Y1 parents noted Remembrance Day covered in 1 class not the other | <ul style="list-style-type: none"> • For future years, MT is happy for a parent to sell poppies in the playground and they can organise • MT advised resources were sent out to all teachers and they were encouraged to put together information they thought was appropriate for their year group • MT explained this is a sensitive subject, a complex matter to address with children and also sensitive as some children in the school are here as a result of having to flee a war |
| 6.2 | Alcohol at school events | <ul style="list-style-type: none"> • KaC asked MT for an official message from STEP regarding no alcohol at school events going forward. MT agreed to send. |
| 6.3 | Class Reps | <ul style="list-style-type: none"> • MT would like the email addresses for all the class reps |
| 6.4 | Staff Christmas party | <ul style="list-style-type: none"> • It was agreed: instead of parents/carers buying gifts for teachers, we would set up a fund for parents/carers to pay some money towards the staff Christmas party. EN to organise |

Action points:

| Action Item | Owner(s) | Deadline | Status |
|--|-----------------------|------------------------------|-----------------|
| Provide a site survey (where benches would be) in a letter to the PTA | Pupil Leadership team | 24/11 | Open |
| Email premises regarding any requests and use of stage for Christmas fair | KaC | In advance of Christmas fair | Open |
| Send risk assessment to EN | KaC | 20/11 | Open |
| Send out a save the date for the Easter egg colour run and summer event on class list | KP | ASAP | Completed |
| Inform parents/carers at the start of the school year of key dates for events throughout the school year | PTA | September 2024 | Open |
| Official message from STEP regarding no alcohol at school events going forward | MT | ASAP | Completed 24/11 |
| Collate email addresses of all class reps and send to MT | XK | ASAP | Completed |
| Organise collection of funds from parents/carers towards school staff Christmas party | EN | ASAP | Completed |

Meeting closed: 3:00pm

Next Meeting: Friday 19th Jan, 2-3pm