

Minutes: PTA Committee & School Meeting Spring Term 2

Date: 1st March 2024

Time: 2-3pm

Location: Mr Tirrell's office, LFA

Attendees:

- Michael Tirrell, Head of School (MT)
- Erica Nelson, Chair (EN)
- Kerilee Pearse, Events Director (KP)
- Karolina Curry, Sponsorship Manager (KaC)
- Fay Cameron, Treasurer (FC)

Apologies:

- Xuan Kroeger, Communications Officer (XK)
- Emma Lukey, Secretary (EL)
- Kat Coffey, Events support (KC)

Items:

Ref	Item	Point / Action
1.	Events	
1.1	Upcoming events	<ul style="list-style-type: none"> ● PTA requested feedback on the movie night - no feedback from the school. ● Upcoming events - there was nothing to discuss on the Colour Run Easter Egg Hunt ● PTA requested to run two coffee mornings: ● 15th March - standard coffee morning ● one next term to include Internet and Device Safety <p>Actions:</p> <ul style="list-style-type: none"> - Date of the 15th March was provisionally agreed. FC to email the office to confirm - MT to introduce FC to Mr Hopkins to discuss speakers for the coffee morning on Internet Safety and potential dates

2.	Road Safety	
2.1	Solutions to help prevent dangerous driving within school car park and surrounding roads	<p>PTA shared ideas regarding improving safety in the car park and surrounding roads. Ideas included:</p> <ul style="list-style-type: none"> ● Comprehensive Communications campaign including school assemblies, emails ● Poster competition for the kids and the winning poster(s) to be printed to become a banners put up in the car park ● Option to issue tickets ● Request additional safety resources from the local council <p>Action:</p> <ul style="list-style-type: none"> - EN agree to contact the Safer neighbourhood team to investigate the option for additional wardens.
3.	Proposed purchases	
3.1	Outdoor storage for facilities	<p>Kerilee has found some quotes for outside friendships benches. The price is good and the items have a long warranty.</p> <p>Actions:</p> <ul style="list-style-type: none"> - KP to send over details over to MT - MT to confirm how many and whether the school will purchase or the PTA. <p>KP also said that the facilities team had asked whether the PTA could fund a shed for some outside storage. KP suggested they discussed with MT.</p>
4.	Shelter area in playground	
4.1	Damage to shelter area	The PTA also asked whether the school would like some help replacing the panels that have been blown off in

		storm damage. MT confirmed that they were covered by a warranty and so were being replaced.
5.	AOB	
	Use of school mini bus for football fixtures	<p>KP raised a question on behalf of the parents about whether the Step mini bus could be used to support away games for the football team.</p> <p>MT said this was a reasonable request however there are a number of logistical challenges with this.</p>
	Feedback on the Portal	<p>In preparation for the ofstead inspection, the school has requested we spread the word about completing some feedback on the portal.</p> <p>Action:</p> <ul style="list-style-type: none"> - MT to circulate the link - PTA members to complete - PTA to mention at the coffee morning

Action points:

Action Item	Owner(s)	Deadline	Status
Date of the 15th March was provisionally agreed. FC to email the office to confirm	FC	4.3.24	Complete
MT to introduce FC to Mr Hopkins to discuss speakers for the coffee morning on Internet Safety and potential dates	MT	28.3.24	Open
EN agree to contact the Safer neighbourhood team to investigate the option for additional wardens.	EN	15.3.24	Open
KP to send over details over to MT	KP	15.3.24	Open
MT to confirm how many and whether the school will purchase or the PTA.	MT	28.3.24	Open

MT to circulate the link	MT	4.3.24	Completed
PTA members to complete	PTA	28.3.24	Open
PTA to mention at the coffee morning	PTA	15.3.24	Open

Meeting closed: 3:00pm

Next Meeting: Friday 26th April, 2-3pm