



PTA Meeting Minutes – 22/06/17

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| Date: | Thursday 22 nd June, 8pm |
| Venue: | Cricketers |
| In Attendance: | Louise Druce, Louise Dennis, Sally Morgan, Alta Caroto, Kyley Chapman, Rosie Campbell, Ciara Duffy, Laura Downton, Hubert Brillet, Ruth Shepherd, Michelle Oliver |
| Apologies: | Simon Day, Cherie Fitzgibbon, Jon Tasch, Shelley Illingworth, Cian Mac Suibhne |

| Item | Subject | Action |
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| 1. | <p>Apologies and Welcome</p> <p>Apologies received from Simon Day, Cherie Fitzgibbon, Jon Tasch, Shelley Illingworth and Cian Mac Suibhne.</p> <p>Louise Dennis welcomed everyone to the PTA meeting.</p> | |
| 2. | <p>Minutes of Last Meeting</p> <ul style="list-style-type: none"> Louise Dennis ran through the actions from the previous meeting. There was a discussion about how to link Facebook posts to Twitter posts. | |
| 3. | <p>Recent events thanks and debrief</p> <p>a) Cushion Club</p> <p>Louise thanked Hannah Coxon for organizing the Reception Cushion Club. She advised that the event at the end of April raised £190. She thanked the teachers and volunteers who supported the event.</p> <p>Louise Dennis said no other volunteers had come forward to run Cushion Clubs during the term but hopefully next school year it would be possible to put on more.</p> <p>b) Stay and Play</p> <p>Louise Dennis thanked Simon Day for organizing the event and everyone who volunteered. Stay and Play raised £2,834 and had a huge attendance. The barbecue sold out of sausages and a trip had to be made to the butchers to buy 50 more. The high attendance seemed to be linked to the good weather – lots of tickets were sold the day before and on the day of the event.</p> <p>There was a discussion about arrangements for children at Sunset to attend Stay and Play and how best to facilitate that if parents wished them to.</p> <p>Ciara Duffy highlighted that Sunset children weren't able to have ice lollies and other items that were on sale. Some volunteers had bought ice lollies for children at Sunset so they didn't miss out.</p> | |

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| <p>It was suggested to allow parents to pay for snacks in advance of the event via the new PTA events website and giving a register of those who had paid to volunteers running the bar. Action – PTA events site administrators to add an option for parents of Sunset children to buy snacks at Stay and Play.</p> <p>Louise Dennis said that out of all the PTA’s events this one had proved to be the most challenging from a volunteer point of view. The key difficulty was finding enough people to supervise the children. One possible way of resolving that would be allocating classes at school a specific area within Stay and Play and giving parents responsibility for manning that area.</p> <p>Michelle Oliver suggested that hi-vis jackets would help children identify supervisors from other parents attending the event.</p> <p>There was a discussion about whether outside sports organisations could run some activities. Louise Druce to suggest which companies might be best giving existing relationships/clubs being run at the school.</p> <p>Louise Druce said some past pupils may be interested in helping out. Action – Louise Druce to see whether past students would be able to help out at Stay and Play.</p> | <p>Louise Druce/Ciara Duffy</p> <p>Louise Dennis to review volunteer plan for next year</p> <p>Louise Druce</p> <p>Louise Druce</p> |
| <p>c) Drama night</p> | |
| <p>Louise Dennis thanked volunteers who had run the drama night bar and contributed to the success of the evening.</p> | |
| <p>d) Sports day</p> | |
| <p>Louise Dennis thanked members of Emmanuel Church who had volunteered to help during sports day.</p> <p>Alta Caroto questioned whether a PTA stall is needed at sports day as parents largely bring their own refreshments. The decision was made not to continue the PTA refreshment stall.</p> <p>There was a discussion about how to deal with rubbish in a better way next year as there was lots left over from the parent’s picnics and school packed lunches.</p> | |
| <p>e) Peter Pan Outdoor Theatre Production</p> | |
| <p>Kyley Chapman thanked everyone who had a role in putting on the event. Louise Druce specifically thanked Mrs Dray and Mrs Lee as members of staff. It was agreed the event had been a big success with many children engrossed and engaged in the performance. Feedback from parents on the event was discussed, including issues with the sound in the first half for people sitting towards the back, despite earlier sound checks. Action – sound issues to be discussed with the production company.</p> | <p>Kyley Chapman</p> |
| <p>Another point raised was about seating and the need at any similar events to encourage people using chairs to sit at the sides or at the back leaving a clear view for children sitting on mats in the middle. It was suggested there could be a cordon to stop children peeking around the sides of the set. Action - consideration to be given to having a team of ambassadors to help with seating and managing people coming in and out. Some had commented about the sun being in the audience’s eyes. One suggestion was to have the stage at an angle to the sun.</p> | <p>Kyley Chapman</p> |

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| | Before booking again for 2018 Kyley will liaise with the Theatre Company and discuss the feedback from this inaugural event. | Kyley Chapman |
| 4. | <p>Future Events</p> <p>a) Summer Fun Day</p> <p>Louise Dennis ran through plans for the day starting from setting up at 9am. She highlighted the range of stalls and displays that were planned and the need for token runners to collect tokens from stalls and bring them back to token sellers.</p> | |
| 5. | <p>Update on online PTA ticketing tool</p> <ul style="list-style-type: none"> • Ciara Duffy highlighted the key features of the new system including that it would allow all PTA event tickets to be booked through the website with no need to put tickets in book bags in future. • Arrangements for encouraging parents to sign up were discussed, including through tablets at welcome meetings and class reps. Also use of Facebook and Whatsapp. • There was a discussion about ways of encouraging businesses and other organisations to take advantage of competitive rates to advertise on the site. Ciara Duffy is creating a summary of the PTA Events advertising packages available. | |
| 6. | <p>AOB</p> <ul style="list-style-type: none"> • Ruth Shepherd spoke to the meeting about possible ways of bringing a greater focus on art into school life, for example through decorating parts of the school building and putting in funding bids for specific projects. Louise Druce said there were various considerations to be taken into account such as the curriculum and to leave the ideas with her. • Louise Druce said the school council wished to purchase electric pencil sharpeners. The PTA agreed this. | |
| 7. | Date of Next Meeting –Thursday 28 th September, 8pm at Stamford Green | |