

# Trinity School PTA

## MINUTES

Weds 11 May 2016 – Held in Oakley Hall

### Attendance

Shona English (SE)  
 Angela Bingham (AB)  
 Barb Foster (BF)  
 Claudia Galveo (CG)  
 Anne Aworinde (AA)  
 Emily Severn (ES)  
 Mrs Ganner

### Role

Vice Chair  
 Secretary  
 Committee Member  
 Parent  
 Parent  
 Parent  
 Teacher

Agenda Item		Action
1. Apologies	Apologies were received from Lisa Stroud, Mel Watson, Mrs Eaton-Jones, Alastair Wilson, Natalie Coen & Nicola Jameson	
2. Minutes and matters arising from last meeting	SE provided summary of Bring & Buy Event. No other matters from last meeting.	
3. Parent/teacher questionnaire	SE advised that next Prep Weekly will include a reminder to ask parents & teachers to complete the survey. SE to ask AW to provide update on responses received so far and confirm deadline.	SE & AW
4. Finance & Insurance Update	SE advised that approx £2,500 in PTA account at the moment. AW to provide Finance update, including accounts status, at next PTA meeting.  SE completed paperwork to renew insurance with PTA UK, wish for cover to be in place prior to Swim BBQ. Awaiting signatories to be changed on PTA bank account and then AW will advise on payment method to use. SE to follow up with AW.	AW  SE & AW
5. Funding Request Process	SE outlined funding request process following discussions with Mrs EJ today. BF has attended past bidding meetings and provided more info.  <b>SE asked for all PTA Committee members to confirm availability for bidding meeting on Mon 13 June at 7.00pm</b> (will need to book White House Meeting Room). Once date confirmed Mrs EJ can ask teachers to submit funding requests for review.	ALL PTA
6. PTA Events Planner	SE explained that following review of past PTA events we are preparing a PTA events planner. To be discussed in more detail at next meeting.	



	<p>from Prep parents, wait until after half term as need place to store items</p> <p><u>Bring &amp; Buy</u></p> <ul style="list-style-type: none"> <li>- need to decide whether to include at Swim BBQ or have a separate event. If at Swim BBQ, need a dedicated helper, rails and hangers. Possibly hold in Oakley Hall.</li> </ul> <p><u>Senior &amp; Boarder helpers</u></p> <ul style="list-style-type: none"> <li>- In past years Seniors helped with stalls, painted nails, sold cakes etc</li> <li>- Anne suggested having a football stand for children to score a goal</li> <li>- AB advised that NC looking into Senior helpers, will follow up</li> <li>- SE to ask Lawrence about best way to approach boarders for help.</li> </ul> <p><u>Stocks/ Sponge the Teacher</u></p> <ul style="list-style-type: none"> <li>- BF suggested Stocks as has been successful. Mrs EJ and Mr Fisher happy to volunteer for the stocks in the past.</li> </ul> <p><u>Support from local companies</u></p> <ul style="list-style-type: none"> <li>- BF suggested whether this would be possible. Emily is fundraising manager and happy to assist with this</li> </ul> <p><u>Set-up and On-the-day Activities</u></p> <ul style="list-style-type: none"> <li>- AB advised that need to know process for setting up on the day, obtaining keys, tables etc. BF mentioned that Carol will leave her office open and has helped with setting up in the past.</li> </ul>	<p>AB</p> <p>SE</p> <p>Emily</p>
<p>8. Date and time of Next Meeting</p>	<p>Anne and Emily attended PTA meeting for the first time today, meetings on Weds at 3.30pm worked well for them and pleased that children invited to come along too, both would like to be involved with PTA in the future.</p> <p>Swim BBQ Meeting – Weds 18 May at 3.30pm in Oakley Hall</p> <p>Bidding Meeting – possibly Mon 13 June at 7.00pm</p> <p>PTA Meeting – possibly Mon 13 June from 7.30pm (White House Meeting Room to be booked). Discussed that better to have PTA meeting after the bidding meeting rather than hold a separate meeting at a later date. LS to chair meeting.</p>	

Meeting closed 4.45pm

