

Trinity School PTA

MINUTES

Monday 18th April 2016 – Held in the White House Meeting Room

Attendance

Shona English (SE)
 Lisa Stroud (LS)
 Alastair Wilson (AW)
 Angela Bingham (AB)
 Barb Foster (BF)
 Mel Watson (MW)
 Claudia Galveo (CG)
 Rachel Eaton-Jones (REJ)
 Alan Webber (AlanW)

Role

Vice Chair
 Vice Chair
 Treasurer
 Secretary
 Committee Member
 Parent
 Parent
 Teacher
 Teacher

| Agenda Item | | Action |
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| 1. Apologies | Apologies were received from Natalie Coen and Nicola Jameson. | |
| 2. Minutes and matters arising from last meeting and Headteacher consultation | <p>The previous meetings' minutes need to be updated to include the decisions to:</p> <ul style="list-style-type: none"> -invite the Headteachers to meet with the PTA Vice-Chairs, to discuss the school's view of PTA priorities; and -develop and issue an online questionnaire to all parents and teachers to determine their view of PTA priorities. This is to ensure that collective views were taken into consideration when establishing PTA priorities. <p>Following the meeting with REJ and Mr Coen, everyone seemed happy that the new PTA and the school had the same ideas about the PTA role.</p> <p>REJ also said that we needed to welcome new parents, get parents and teachers together and make PTA events a social event for all.</p> | |
| 3. PTA constitution and structure | <p>LS explained there is already PTA constitution document in place (from PTA UK website). It was, therefore, agreed that separate Terms of Reference would not be required. LS to circulate the constitution document.</p> <p>Mr Coen and REJ have explained that the school does not rely on PTA funds. Necessary items for academic provision are budgeted for but the PTA has the gift of raising funds for these to enable the school to provide them earlier than planned, if members would like. Funding requests are put forward by the school (nursery, prep and seniors) as required. The PTA can also propose ideas for the use of funds too.</p> <p>REJ commented that we do not need to amass a huge PTA bank balance, but rather should spend PTA funds as and</p> | LS |

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| | <p>when necessary, sometimes on small projects or items rather than always trying to aim for big projects. AB suggested maybe only having big projects sporadically, eg every 3 years. REJ also emphasised that the social side of the PTA was just as important as the fundraising.</p> <p>There is a PTA area on the school website but this needs updating (James Stanley is the contact).</p> | MW |
| 4. Parent/teacher questionnaire | <p>The questionnaire for parents and teachers should go out as soon as possible, and reiterate that all parents are part of the PTA. SE and AB to put together a list of previous PTA events from 2002 onwards to add to the questionnaire for parents and teachers to indicate their preferred events.</p> <p>AW to amend the questionnaire accordingly.</p> <p>LS to resend final questionnaire to parents and teachers via senior and prep admin offices.</p> | <p>AB SE</p> <p>AW</p> <p>LS</p> |
| 5. Financial and Charitable Status Report | <p>AW reported that there is approximately £2500 in the PTA account at the moment.</p> <p>If we run our account with up to £5000 there are no returns to complete, between £5000 and £25000 there is an annual return to complete (but this is quite simple) and above £25000 there is more responsibility. As most years the account has been over £5000, AW suggested we run the account at the middle level and he will be responsible for completing the annual return. The committee agreed.</p> <p>AW is unsure if accounts have been submitted for last year. If this is not the case then the previous PTA (Rachel & Lynne) will be requested to sign them accordingly</p> <p>If staff/parents have a request for PTA financial support there is a form that needs to be filled out (AlanW has given an example of this to AB). The PTA usually ask for funding requests on an annual basis (usually in Mar/Apr). LS/SE to draft correspondence to initiate process for this year. At the suggestions of REJ, the committee agreed that funding requests should be made and considered on a termly basis, during the Autumn and Spring terms. These should fall during the couple of weeks after half term and can therefore be timetabled and promoted ahead of time. However, for the current academic year, funding requests are to be tabled asap.</p> | <p>AW</p> <p>AW</p> <p>LS/SE</p> |
| 6. Insurance | <p>SE explained that we need to pay £100 for insurance for PTA events which it seems has lapsed. All agreed we should pay this with immediate effect. SE to liaise with AW to request payment and complete documentation.</p> | SE |

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| <p>7. Timetable of meetings and events</p> | <p>Discussed that we need to try and increase support from Senior and Nursery departments. Prep have a rota basis for teachers attending (about once per year for each teacher) and would be good if Senior & Nursery used same approach. BF and SE to speak with Senior & Nursery.</p> <p>It was decided that we put together a yearly calendar so that parents were aware well in advance of events taking place and to aim for one main parent event and one main student event per term. MW offered to put a draft calendar together.</p> <p>REJ to put together a list of which are traditionally school events and which are PTA events. Sometimes there is a crossover (eg a prep disco due to the logistics of running it).</p> <p>PTA also needs to consider set up and management of events carefully to ensure that these do not fall to the school.</p> <p>AlanW reported that there used to be a Christmas Fayre that was very successful that has not run in recent years. Stall holders paid to have a stall and it was held in the Salle.</p> <p>Once the calendar has been finalised we will distribute it to parents.</p> <p>The committee agreed that for each event, a subcommittee should be established. In line with the constitution, this should include at least one PTA committee member and can also include other parents and school staff. Each subcommittee would meet separately to plan events and report to full PTA meetings.</p> | <p>BF/SE</p> <p>MW</p> <p>REJ</p> |
| <p>8. Sports Day</p> | <p>Discussed that there are 3 different sports days for Senior and Prep (with split for KS1 and KS2). Parents have not been invited to Senior sports days as pupils have to request to participate. BF will speak with Lawrence to see if this can/should change in the future and this would provide a good opportunity for the PTA to engage with Senior parents, eg providing strawberries and cream.</p> | |
| <p>9. Swim BBQ</p> | <p>The Swim BBQ is on 11 June and so needs organising quickly. In the past this has been arranged by Sally and Lynne, need to speak with them for more info. BBQ previously hired from Henry's. CG has food hygiene certificate and can assist with BBQ ~We will need to hire 2 lifeguards and BF to speak with Lawrence to see if we can use the same persons as last year. Mike (teacher in Senior) may also assist. BF agreed to do the Tombola.</p> <p>We will also need lots of volunteers on the day (staff, parents and seniors). We should try and do the BBQ if we can as this is what has been advertised and also this has been the</p> | <p>MW CG AB BF</p> |

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| | <p>tradition for many years so it would be a shame to lose that. BF also suggested Stocks as this had been successful in the past.</p> <p>BF mentioned that Seniors tend to be more likely to attend if they are involved in setting up/running the event.</p> <p>A sub-committee of MW, CG and AB was formed to plan the Swim BBQ and recruit additional event and planning support.</p> | |
| 10. Bring and Buy Event | The Bring and Buy Uniform and Kit Sale was planned for Friday 23 April with Natalie Coen leading coordination. SE gave an update and agreed to contact Natalie Coen to establish whether any additional assistance was needed both before and during the event. | |
| 11. Date and time of Next Meeting | <p>The timing of meetings was discussed. 8am meetings are difficult for teachers to attend as time is limited before they have to leave. It is also not ideal for parents as, given that children need to be dropped off at 8am, a prompt start at this time is not actually possible.</p> <p>It was agreed that meetings should alternate between 3.30pm (allowing parents time to attend while children were in clubs) and 7.30pm which was preferable for teachers.</p> <p>Next meeting: Wednesday 11 May at 3.30pm. Venue TBC. To be chaired by SE.</p> | |

Meeting closed 9.15 am.