

## **MINUTES OF PTA ANNUAL GENERAL MEETING HELD ON WEDNESDAY 16 SEPTEMBER 2009, 7pm.**

**Present:** Rachel Adamson, Jenni Barrow, Richard Blackmore (Head), Liz Christopher, Tina Eden, Sharon Evans, Lisa Fazal, Mandy Fish, Brian Francis, Luce Goulding, Jan King, Rebecca Morris, Clare Woodgate

**Apologies:** Cheryl

**1 Welcome – Mr Blackmore (President of PTA)**

Richard welcomed everyone for attending and thanked the PTA for all their hard work over the previous years, he also reiterated the need for the continued support of the PTA and the school and along with the need to get more people involved.

**2 Election of Chairperson**

Rachel Adamson and Sharon Evans were elected to work in partnership as co-chairs for the coming year, Nominated by Jan King, seconded Rebecca Morris.

**3 Election of Treasurer**

Sharon Evans nominated by Jan King, seconded by Rachel Adamson and elected unopposed.

**4 Election of Fundraising Secretary**

Lisa Fazal volunteered to take on this role, proposed by Mandy Fish, seconded by Rachel Adamson.

**5 Election of Communication Secretary**

This position remains vacant.

**6 Clerk for meeting**

Luce Goulding agreed to take the minutes of the meeting with Rachel Adamson agreeing to produce the minute document.

**7 Financial Activity Report (Rachel Adamson – outgoing treasurer)**

Fundraising for the school brings in between £6 and £10K per year with the total last year being approximately £7000. The main fundraising activities of the year are the discos which bring in approximately £1000 per term with the school fete and Xmas Bazaar bringing in £4000 between them. RB pointed out that the PTA is a valuable resource for the school and its actions go some way to plugging gaps that should be funded by the public body.

The PTA fund a number of events and actions through the year including the Pantomime at Christmas and the purchase of equipment for the school including laminators and guillotines. In addition to this the PTA purchased the Hampton Court Garden for the school at a cost of £5000. It was noted at the meeting that not all

members of the PTA were informed of this decision in a timely fashion, it was agreed that decisions would be better communicated in future to avoid any possible embarrassment or confusion for members.

It was mentioned by JB that the Xmas cards last year were quite expensive and that if they were cheaper then people may buy more. **RA explained that the price last year was the best that she could get but that she would ask if there were any way possible to reduce this price for this year.**

**LC and BF stated that they would check with their contacts to see if there was a cheaper option.** LC also suggested looking for a corporate sponsor to help reduce the price of the cards.

## **8 Terms Activities**

Details of activities will be published on the website. CW has agreed to update the website as necessary with LC also being willing to assist as necessary. It was suggested by LC that the website incorporate links to other sites so PTA get % of spend from these sites such as Amazon, known as the affiliate program, SE mentioned a site called [easyfundraising.co.uk](http://easyfundraising.co.uk). **LC to look into this and action as appropriate. We will also seek advice from the Mr Blackmore.**

CW asked if there was any way that we can monitor usage of the website either by a click box or an online survey. It was agreed that this is something that would be looked into.

**TE and LC agreed to set up a Facebook group for the parents and staff of Owlsmoor school, "Owlsmoor Primary School Parent Teacher Association (PTA)".**

### **Pantomime:**

This was covered earlier in the meeting

### **Christmas Cards:**

These were covered earlier in the meeting.

### **Discos:**

It has been suggested that there is a change to the disco format with CW pointing out that if the KS1 Disco ran from 3.30 until 5 and the KS2 Disco from 5.30 until 7.00 more of the teachers would be available to help out. RB stated that there is sometimes a safety issue regarding children being picked up. JB also pointed out that some parents are not happy with the times of the discos at present as they ended too late for some children. It has been agreed that the Disco in the spring term will follow this new format to see how it goes.

### **Coffee Mornings:**

Further to a point on upcoming events on the agenda it was agreed that we would initiate monthly coffee events at the school. These would provide a more informal environment for new parents to meet the PTA and will raise the profile of the PTA in the school. A concept that RA would like to expand to make the PTA more accessible to all parents with meetings at a variety of times. Amanda Korner (FLO) is keen to begin coffee events and this would provide an opportunity for this to happen. It was decided to rotate the days and times of the meetings to allow the maximum number of parents to access this service. **The first meeting is scheduled for Friday 25<sup>th</sup> September, 2pm in the Studio.** RA will arrange advertising for this event via the poster board, newsletter and notices around the school. It was agreed that the session would be advertised as 'Children Welcome' again to maximize accessibility. PTA to supply Tea and Coffee.

### **Christmas Bazaar:**

The Christmas Bazaar is scheduled for Friday 27<sup>th</sup> November, 4pm – 6.30pm. It was requested by JB that the PTA try and find a more effective way of managing footfall through the event to minimize congestion. RA stated that in the post mortem of the Bazaar last year the issues with congestion were discussed and appropriate actions were to be taken to prevent the same thing occurring at this year's event. JB stated that the method of managing the Santa Grotto worked very well.

RA raised the issue of non-school uniform days. RB, JK and CW stated that non-uniform days were disruptive to teaching and it was agreed that there would be one non-uniform day, 27<sup>th</sup> November, the day of the Bazaar.

The kick off for the initial planning for the Bazaar Tuesday 29<sup>th</sup> September at 7.30pm venue as advised. The theme of Winter Wonderland was agreed at the meeting. Meeting will be advertised as anyone who wants to help. RA to ensure information is communicated to parents with information on who to contact if interested in helping.

### **Crèche for Parents Evenings:**

Parents evening runs Monday 19<sup>th</sup> October 3.30 – 7pm and Wednesday 21<sup>st</sup> October 3.30 – 6pm. PTA agreed to provide crèche facilities for this event at a nominal fee of £1.50 for the first child and 50p for each subsequent child. Helpers should be CRB checked and there should be a minimum of 1 CRB checked person present at all times. BF confirmed that governors will be available on the nights to assist with managing the crèche and that all are CRB checked. **MF to coordinate cover for the evening and distribute to all concerned.**

BF pointed out that in October 2009 the government increases the CRB requirement, the levels of compliance required are dependent on Bracknell Forrest Council and are not set centrally by government. CRB are to become transferable between local authorities. Several of the parents present said they would be applying for their CRB's.

**9 Communications:**

RA stated that communication is key with the PTA in order to make it more accessible. It was agreed at the meeting to increase the use of the internet and to begin compiling a list of email addresses for the communication of information **LC to begin compiling**; it was asked if going forward we could include a line in the registration documents when children join the school. This will reduce paper usage and speed up the transmission of information. It was also suggested that the PTA make use of the texting system of the school, RB said this may not be possible as we did not want to bombard the parents. The system costs approx £3 - £4 per year group per text and £18 for the whole school. Communication via the newsletters and notice boards will continue.

**10 Teachers Requests:**

CW communicated the schools requests for the PTA for the coming year.

- i. Money for the Garden to pay for planting – **Agreed that £250 would come out of the monies from the first Disco**
- ii. New sound systems for the Hall and Music Studio
- iii. Ceiling mounted projector for the Hall – **RM suggested that there may be the possibility of getting a projector via her work.**
- iv. Visualisers for the classrooms – CW stated that they can boost the learning of children. **RA asked CW to put a costing together so the number of units that the PTA can provide can be assessed.**
- v. **Received by mail:** -Claire Bibby has asked if the PTA can purchase a maypole for the school dance lessons as well as summer fetes.

**11 AOB**

**Circus (1st May 2010):**

MF advised that the decision has been made to opt for a small events license allowing for 499 tickets to be sold for the event. JK to look into circus skills classes for the children prior to the event.

**PTA Shed:**

The shed is currently full and is difficult to access. MF has asked if the school can find some space to store the 3 fridges and Barbeque that we have. **CW to make enquiries.**

**School Lottery:**

MF suggested the possibility of starting up a school lottery and has agreed to find out more and bring it before the PTA at a later date.

**Hampers for local Seniors:**

RM suggested the possibility of the PTA providing a number of hampers for seniors in the area, perhaps by way of a raffle when the seniors visit the school and meet the children.

**Christmas Cards 2009:**

Teachers requested information on the Christmas card project so they can manage their lessons effectively. RA advised that she has phone meeting booked tomorrow (17<sup>th</sup> September) with the company and that she would advise accordingly.

**All in One Orphanage:**

LG asked if the PTA ever supported other charitable organizations. RA advised that the PTA is always open to suggestions and it was something that could be discussed. Discussions will be held with Mr Blackmore regarding this.

**12 Time and date of next meeting**

**Xmas Bazaar Kick off** – 29<sup>th</sup> September 2009 – 7.30pm

**Coffee Afternoon** - Friday 25<sup>th</sup> September, 2pm in the Studio