

ST PAUL'S CATHOLIC PRIMARY SCHOOL - *United through Jesus in Faith, Love & Learning*

MINUTES OF THE PTA COMMITTEE MEETING HELD ON **Thursday 8<sup>th</sup> October** at **6.30pm** via **MICROSOFT TEAMS**

Invited	Present	Name		Position
Yes	Yes	Natalie Bone	NB	Co-chair
Yes	Yes	Stacey Aram	SA	Co-chair
Yes	Yes	Jodie Green	JG	Treasurer
Yes	Yes	Rachel Gonzalez	RG	Secretary
Yes	Yes	Tracy Eveleigh	TE	
Yes	Yes	Zanna Kevisa	ZK	
Yes	Yes	Michelle Hoare	MH	
Yes	Yes	Ashley Johnson	AJ	
Yes	Yes	Lorraine Firth	LF	
Yes	Yes	Cindy Reynold	CR	
Yes	Yes	Sumera Wajid	SW	
Yes	Yes	Bhagyu Bhavanam	BB	
Yes	Yes	Jenny Campbell	JC	
Yes	Yes	Moleen Doctor	MD	
Yes	Yes	Kate Donnelly	KD	
Yes	Yes	Mrs Oster	NO	Headteacher

Item no	Minutes	Action by
	The Meeting opened with a Prayer	
<b>1.0</b>	<b>Welcome, Apologies for Absence</b>	
	SA welcomed all to the meeting and thanked all the old and new members of the PTA for taking time to join the AGM this evening. Before the meeting started SA set out the housekeeping rules of the AGM meeting over MICROSOFT teams – all please to turn off their microphones and to raise their hands if they had a question during the meeting,  16 members of the PTA present at the AGM meeting	
	<b>Declaration of Business</b>	
	No declaration of business interest advised at the meeting.	
<b>2.0</b>	<b>Minutes of the meeting on 10.03.2020 for approval</b>	
	NB asked the members if they had had chance to review the previous minutes of the PTA Meeting held on 10.03.2020. (minutes available of the school PTA web page and distributed to all with the AGM Agenda ore meeting)  Minutes 10.03.2020 <b>APPROVED</b> at the meeting.	
<b>3.0</b>	<b>Outstanding actions from 10.03.2020</b>	

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**2020/21 PTA COMMITTEE MEETING MINUTES**

	<p>Agreed that the outstanding actions would be reviewed at the next meeting. Majority of the actions have been completed, outstanding on hold due to the current COVID situation.</p> <p>All agreed.</p>	
<b>4.0</b>	<b>Treasurer Update</b>	<b>JD</b>
	<p>JG advised the members at the meeting that they had been little activity on finances over the last few months due to the current COVID situation. The books show a big expenditure for the sports cage astro turf completed during the lockdown period.</p> <p>Huge thank you extended to the breakfast and afterschool club (BASC) for their contribution towards the final payment of the astro turf.</p> <p>JG advised that the balance in the PTA bank is currently around £2,500 - £800 of which was generated from the GoFundMe page set up during the lockdown period.</p> <p>JG advised that the treasurer report will be circulated with the minutes of this meeting.</p> <p>TREASURER REPORT TO BE ISSUED AS A SEPERATE DOCUMENT</p> <p>(ZK joined the meeting)</p> <p>JG advised that the GoFundMe monies raised is yet to be confirmed what this will be spent on.</p> <p>Nothing planned in the diary for raising funds for the next few months as the current situation makes it difficult to plan events.</p> <p>JG confirmed that the PTA has a healthy bank balance given what has been expended in the academic year 2019 20.</p>	
<b>5.0</b>	<b>Chairs Annual Report 2019 20</b>	<b>NB/SA</b>
	<p>The chairs report for 2019 20 was circulated prior to the meeting with the AGM Agenda for all to read and bring any comments, queries, or questions to the meeting. NB asked the members at the meeting if they had any comments, queries, or questions on the chairs report? – nothing raised at the meeting.</p> <p>NB advised that should anyone have anything outside the meeting please feel free to drop us an email – <a href="mailto:pta@stpauls.w-berks.sch.uk">pta@stpauls.w-berks.sch.uk</a></p>	

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	<p>NB summarised the chairs report and advised that the PTA had had quite a successful year, enabling the astro turf project to be completed. The Christmas wreath making event was a huge success and have plans to adapt to the current COVID situation and run again this year.</p> <p>NB stated that it had been an absolute pleasure to be a co-chair of the PTA for 2019 20 of which SA echoed.</p>	
<p><b>6.0</b></p>	<p><b>Constitutional changes</b></p>	
	<p>PTA constitution and proposed constitutional changes email distributed (26.08.2020) to all existing 2019 20 PTA members signed in at the last AGM – part extracted below for ease of reference:</p> <p><b><i>ALL PARENTS of children enrolled at St Paul's Catholic Primary School are Members of the PTA, so we have potentially 500+ members. We need to somehow tap into this resource, just think of the funds we could raise if we got even half of these parents involved?? That is one for a future meeting 😊</i></b></p> <p><b><i>The PTA Committee is made up of TRUSTEES, trustees of the Charity who are responsible for the overall running and managing of the PTA Charity. The PTA committee is to be nominated and countersigned at the PTA AGM. As stated in the constitution Only TRUSTEES are nominated/countersigned at the AGM to fill specific roles on the PTA committee. When your child starts at the school you immediately become a member of the PTA, there is no requirement to be nominated/countersigned to become a member of the PTA. You guys are just ACTIVE in your roll on the PTA and for that we thank you very much for your commitment. Our team is AWESOME and we will do and will continue to do amazing things together that benefit the children at St Paul's.</i></b></p> <p><b><i>With this all-in mind we need to tighten the formality of how we are established and fall in line with the Constitution. We therefore wish to amend the Constitution to reflect a more workable model and propose a new PTA Structure.</i></b></p> <p><b><i>If we were to proceed with 23 trustees, the management of the PTA (to fall in line with correct procedure) would become difficult. Plus your individual responsibility on the PTA would change and your personal responsibility increased.</i></b></p> <p><b><i>Please see the link for further information on what is involved for a Charity Trustee -</i></b>  <a href="https://www.gov.uk/guidance/charity-trustee-whats-involved">https://www.gov.uk/guidance/charity-trustee-whats-involved</a></p> <p><b><i>Hope that all makes sense but if you have any questions please ask and I will do my best to clarify.</i></b></p>	

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	<p>A copy of the PTA constitution and proposed changes was emailed to all attendees of the meeting with the AGM Agenda prior to the meeting for review.</p> <p>RG advised that the current constitution is unworkable with the number of members required to activate a quorate meeting. At the last AGM twenty-three (23) members were voted and signed into the PTA and according to the constitution and the Charity Commission these twenty-three members were Trustees of the PTA charity.</p> <p>The proposal is to have the following trustee positions:</p> <ul style="list-style-type: none"> <li>• Chair</li> <li>• Treasurer</li> <li>• Secretary</li> <li>• Staff/Teacher Representative</li> <li>• FS/FS1 Parent Representative</li> <li>• LKS2 Parent Representative</li> <li>• UKS2 Parent Representative</li> </ul> <p>RG advise that the Constitution itself would remain unaltered the charity commission would just approve an amendment that would be filed alongside the constitution.</p> <p>NB ask the attendees at the meeting if they had any questions on the constitutional changes – nothing raised.</p> <p>Constitutional Changes identified as Appendix A (added t the end of minutes)</p> <p>NB asked all attendees of the meeting if they were happy to approve the PTA constitutional changes proposed at the meeting – <b>ALL ATTENDEES APPROVED THE CONSTITUTIONAL CHANGES.</b></p> <p><b>ACTION</b> – RG to formally write to the Charity Commission setting out the proposed changes agreed at this AGM meeting</p> <p>NO extended a big thank you to the co-chairs for their hard work and commitment to the PTA over the last year and to all the PTA committee members who give up their own time to help.</p>	<p><b><u>APPROVED</u></b></p> <p><b>RG ACTION</b></p>
<p><b>7.0</b></p>	<p><b>Code of Conduct</b></p>	<p><b>RG</b></p>
	<p>A copy of the NEW PTA Code of Conduct was distributed to all PTA members via Parentmail prior to the meeting and uploaded onto the school PTA webpage.</p>	

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**2020/21 PTA COMMITTEE MEETING MINUTES**

	NB asked all present at the meeting if they were happy to approve the PTA Code of Conduct – All present at the meeting <b>APPROVED</b> the PTA Code of Conduct for 2020 21	<b><u>APPROVED</u></b>
<b>8.0</b>	<b>Roles &amp; Responsibilities</b>	<b>RG</b>
	A copy of the NEW PTA Roles & Responsibilities was distributed to all PTA members via Parentmail prior to the meeting and uploaded onto the school PTA webpage.  NB asked all present at the meeting if they were happy to approve the PTA Roles & Responsibilities – All present at the meeting <b>APPROVED</b> the PTA Roles & Responsibilities for 2020 21	<b><u>APPROVED</u></b>
<b>9.0</b>	<b>Item 9 missed off the agenda – no items</b>	
<b>10.0</b>	<b>Review nominations &amp; VOTE in new PTA Trustees</b>	
	Nomination forms distributed to the whole school community via Parentmail calling for nominations for the NEW Trustee positions.  The nominations for the PTA trustees were discussed and VOTED in the following order.  <b>CHAIR</b> RG advised that no chair nominations were received prior to the meeting. The current co-chairs advised that it is their intention to step down as chairs of the PTA.  NB asked the attendees of the AGM meeting if anyone wished to step up to the position of chair of the PTA.  RG advised that they cannot be the chair of the PTA due to a conflict of interest, member of school staff and clerk to the governing board.  No other attendees of the AGM PTA meeting declared an interest in the chair position. RG suggested that the current co-chairs (NB/SA) stay on for one more year.  NB/SA accepted the nomination and advised that they would be willing to stay on as co-chairs for another year if all were in agreement.  Following a VOTE (show of hands via video conference, electronic hand and physical) all attendees were in agreement that NB/SA would continue as co-chairs of the PTA	

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	<p><b>Co-Chairs 2020 21 – NB/SA <u>APPROVED</u></b></p> <p><b>Treasurer</b>                  RG advised that no treasurer nominations had been received. JG advised that they were happy to continue as treasurer but advised that personal commitments are taking priority at the minute so if anyone else would like the position happy to step aside.</p> <p>NB asked the attendees of the AGM meeting if anyone would like to step up to the Treasurer position of the PTA – nobody showed an interest.</p> <p>JG agreed to stay in the Treasurer position – ALL VOTED to accept JG nomination for Treasurer of the PTA.</p> <p><b>Treasurer 2020 21 – JG <u>APPROVED</u></b></p> <p><b>Secretary</b>                  RG advised that they had put in a nomination form to remain as the secretary for the PTA. No other nominations received. RG advised that they are happy to continue but if anyone wished to take on the position to please declare their interest – no one declared an interest in being the PTA secretary.</p> <p>NB asked the attendees at the meeting if they were happy to VOTE in RG as PTA secretary position – ALL VOTED To accept RG nomination for Secretary of the PTA</p> <p><b>Secretary 2020 21 – RG <u>APPROVED</u></b></p> <p><b>Teacher/Staff Representative</b>                  RG advised that one nomination had been received for the position of teacher/staff representative – TE. No other members declared an interest at the meeting</p> <p>NB asked the attendees at the meeting if they were happy to VOTE in TE as PTA teacher/staff representative position – ALL VOTED To accept TE nomination for teacher/staff representative position of the PTA</p> <p><b>Teacher/staff representative 2020 21 – TE <u>APPROVED</u></b></p> <p><b>FS/KS1 Parent</b>                  RG advised that no nominations had been sent in for the position of FS/KS1 Parent representative. NB asked the committee members if anyone was willing to step up to the position – LF declared her</p>	
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	<p>interest.</p> <p>NB asked the attendees of the meeting if they were happy to VOTE in LF as the FS/KS1 Parent Representative – ALL VOTED to accept LF to the FS/KS1 Parent Representative</p> <p><b>FS/KS1 Parent Representative 2020 21 – LF <u>APPROVED</u></b></p> <p><b>LSK2 Parent Representative</b>                  RG advised that no nominations had been sent in for the position of LKS2 Parent representative. NB asked the committee members if anyone was willing to step up to the position – AJ / KD declared an interest.</p> <p>After some discussion and the lack of a representative coming forward for the position of UKS2 parent representative it was agreed that both AJ/KD would be put forward for the LSK2 parent position.</p> <p>NB asked the attendees of the meeting if they were happy to VOTE in both AJ/KD as the joint FS/KS1 Parent Representative – ALL VOTED to accept AJ/KD to the joint FS/KS1 Parent Representative</p> <p><b>Joint LSK2 Parent Representative 2020 21 – AJ/KD <u>APPROVED</u></b></p> <p><b>UKS2 Parent Representative</b>                  RG advised that no nominations had been sent in for the position of UKS2 Parent representative. NB asked the committee members if anyone was willing to step up to the position – no one declared an interest.</p> <p><b>Position not filled at the meeting.</b></p> <p>It was noted that UKS2 is covered via the Co-chairs who both have children in years 5 &amp; 6.</p> <p>RG to reissue the Charity Commission Guidance to all the new Trustees of the PTA. Signatures to be obtained for the Charity Commission site – RG to arrange action</p>	<p><b>RG ACTION TRUSTEE ACTION</b></p>
<p><b>11.0</b></p>	<p><b>Review Fundraising for 2020 21</b></p> <p><b>Christmas 2020</b></p>	<p><b>NB</b></p>
	<p>Separate Christmas Fundraising meeting to be scheduled for October – date TBC</p> <p>RG confirmed that the school are happy to accommodate the</p>	<p><b>Chair ACTION</b></p>

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	<p>Rudolph Christmas Cards &amp; Gifts this year – RG to liaise with school to action.</p> <p><b>Post meeting note:</b> school agreed to send flyers out in school bags Friday 6<sup>th</sup> November (after the tea towel activity) with a return date of Friday 13<sup>th</sup> November. RG to collate and post Rudolph Cards on 13.11.2020. Agreed via what's app Trustees Group that the template would be uploaded on the PTA Facebook page prior to October Half term to allow parents to carry out the activity with their children in advance of the school sending the flyers. Hoping to capture more children and thus raise additional funds. Completed forms to be emailed or handed to a PTA Trustee along with payment once completed. RG happy to take the lead on Rudolph and manage.</p> <p>RG confirmed that the school are happy to accommodate the tea towels this year. The company to be used are Countryside Art to change it up a little. The tea towels can be mounted with a boarder that could read 2020 which RG suggested would potentially increase sales due to the current situation of 2020, an added memory of the year.</p> <p><b>Post meeting note:</b> agreed via Trustees whats app that two packs would be ordered, one for FS,KS1 and one for UKS. Two tea towel designs, one colour (royal blue) with 2020 boarder. School agreed to action week after half term. RG/TE to collate the drawings and post to countryside art 06.11.2020. Turn around 21-28 days – end November. Cost per 100 ordered £1.80 + vat (£2.16) Agreed to charge £4.00 per towel. RG happy to manage the tea towels.</p> <p>Initial ideas raised at the meeting for Christmas (to be discussed at the Christmas meeting)</p> <p>Hot Chocolate with Santa Video message from Santa (LF Dad happy to accommodate) Selection boxes for the children</p> <p>NB advise that Christmas would not perhaps raise much money, but we should do something for the children, end the year on a happier note for all.</p> <p>NB requested that if anyone had any ideas to share these via the PTA email <a href="mailto:pta@stpauls.w-berks.sch.uk">pta@stpauls.w-berks.sch.uk</a></p>	
<p><b>13.0</b></p>	<p><b>AOB</b></p>	
	<p>RG suggested that the PTA in conjunction with the school think of a Huge Project that we could refocus the GoFundMe page around to engage the whole school community in raising money for a singular</p>	

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	<p>school project – for example running track or external equipment. A project for the whole school to allow the whole school community to get behind and support.</p> <p>NB suggested that the school councils could be involved in the decision of what this fundraising project could be.</p> <p>NB thanked the BASC for their continued support throughout the year and look forward to continuing to work with them in the future.</p> <p>Suggestion to do something more interactive (fundraising) within each class.</p> <p>Suggestion to involve the community ‘sponsored litter pick’</p> <p>LF advised that Springfield have a running track and likes the idea of a running track as fundraising goal. Good for Mental Health of students.</p> <p>JC declared her interest in helping with the <b>Christmas Raffle</b>. This could still be actioned remotely and follow COVID restrictions. Utilise Facebook live for calling out the results.</p> <p>NB advised that the PTA cupboard is in the process of being relocated due to the school heating works. NB thanked the school for accommodating the PTA and finding them a space to store their inventory. TE advised that the new cupboard is ready for the PTA to move in.</p> <p>RG to arrange access to move the PTA inventory from the classroom to its permanent location.</p> <p>Suggestion – Christmas party games within the classrooms and raise a little money at the same time. NO advised that the school are taking the situation day by day and it is difficult to plan ahead and agree. Proposals to be put together and discussed with the school – action at the Christmas PTA meeting.</p> <p>SW suggested that we utilise facebook by selling craft items and raising money for the PTA. NB requested that SW send an email detailing her ideas for consideration.</p> <p><b>Post meeting note</b> – PTA acknowledge email received and will review and response in due course.</p> <p>SA suggested that a ‘wish list’ is collated by teachers of smaller items required for class that could be shared on the PTA facebook page for parents to have the option to purchase. Helping the school by other</p>	<p><b>ACTION – RAFFLE</b></p> <p><b>RG ACTION</b></p>
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**2020/21 PTA COMMITTEE MEETING MINUTES**

	means.  NB thanked all for attending the PTA AGM – meeting ended.	
	<b>Date of next meeting – October TBC</b>	

The meeting closed at 20.00

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Part 2's CONFIDENTIAL Minutes – NO

**APPENDIX A – CONSTITUTIONAL CHANGES**

**St Paul's School Association**

**Proposed Constitutional Changes as agreed at the AGM dated 08.10.2020**

1. Address / Contact number change

Current	Proposed
St. Paul's RC Primary School. City Road, Tilehurst, Reading, RG3 5HA. Tel: 0734 422033	<b>St Paul's Catholic Primary School City Road, Tilehurst Reading, RG31 4SZ Tel: 0118 942 2003</b>

2. Clause 1

Current	Proposed
The name of the association shall be "St. Paul's Roman Catholic School Parent – Teacher Association"	The name of the association shall be <b>'St Paul's School Association'</b>

3. Clause 4e

Current	Proposed
A minimum of one representative of the teaching staff apart from the president.	A minimum of one representative of <b>school</b> staff apart from the president.

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4. Clause 4f

Current	Proposed
Two parents from the junior section and two parents from the infant section.	<b>One parent representative from Foundation Stage/KS1, One parent representative from LKS2 and one parent representative from UKS2.</b>

5. Clause 4g

Current	Proposed
A maximum of ten (10) other members of the PTA not including honorary members.	REMOVE THIS CLAUSE

6. Clause 6

Current	Proposed
The Annual General Meeting will be held in the month of May of each year. The year of office shall run from the 1 <sup>st</sup> June each year. The Secretary shall arrange for at least 14 days' notice of the meeting to be given to all members, together with notice of the Agenda and a request for nominations. The quorum for this meeting will be at least sixteen (16) members.	The Annual General Meeting will be held in the month of <b>October</b> of each year. The year of office shall run from <b>the date of the AGM of which the term started to the next AGM</b> meeting. The Secretary shall arrange for at least 14 days' notice of the meeting to be given to members, together with notice of the Agenda and a request for nominations. The quorum for this meeting <b>will half of the appointed committee members (rounded up to the nearest full number)</b>

7. Clause 7

Current	Proposed
An Extraordinary General Meeting will be called at the request in writing to the Secretary of at least 4 Committee members, when rules for the Annual General Meeting shall apply. It may also be convened at the request in writing to the Secretary of at least twenty (20) members of the Association stating the nature of their business to be discussed. Such a meeting shall be held within thirty (30) days of the receipt of the request by the Secretary. The Secretary	An Extraordinary General Meeting will be called at the request in writing to the Secretary of at least 4 Committee members, when rules for the Annual General Meeting shall apply. It may also be convened at the request in writing to the Secretary of at least twenty (20) members of the Association stating the nature of their business to be discussed. Such a meeting shall be held within thirty (30) days of the receipt of the request by the Secretary. The Secretary

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<p>shall arrange for at least seven (7) days' notice of the meeting to be given to all members, together with a notice of the business to be discussed. A quorum for this meeting will be twenty (20) members.</p>	<p>shall arrange for at least seven (7) days' notice of the meeting to be given to all members, together with a notice of the business to be discussed. A quorum for this meeting <b>will half of the appointed committee members (rounded up to the nearest full number)</b></p>
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8. Clause 8

Current	Proposed
<p>A quorum for the Committee shall be four members, at least one being an officer and one member of teaching staff.</p>	<p>A quorum for the Committee shall be four members, <b>at least one being an officer (Chair, Treasurer or Secretary)</b> and one member of school staff.</p>

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