

**PTA Trustees Meeting  
16 February 2022**

Present	Name	Initials	Position
Yes	Rachel Gonzalez	RG	Chair
Yes	Lorraine Firth	LF	Secretary
No	Ryan Bloomfield	RB	Treasurer
Yes	Tracy Eveleigh	TE	St Paul's SIMs Administrator
Yes	Michaela Olejarova	MO	
Yes	Michelle Fyfe	MF	
Yes	Laila Daoud	LD	
Apologies Sent	Vicki Moran	VM	

Item Number	Discussion Point	Actions
1	<p><b>Welcome</b></p> <p>RG thanked everyone for attending the meeting and thanked those in the meeting for stepping up to fill the Trustee positions.</p> <p>Rachel reminded us that all parents/carers are members of the PTA, but there is a Trustees group which is responsible for the running and decision making of the PTA.</p>	n/a
2	<p><b>Trustees – Key Stage Lead Positions to be Filled</b></p> <p>RG explained the role of the PTA Trustees, main responsibilities include and are not limited to:</p> <ul style="list-style-type: none"> <li>• Deciding what fundraising is done</li> <li>• Deciding how the money should be spent</li> <li>• Making decisions in the running of the PTA</li> <li>• Ensuring that the money is fairly spent over the year groups/key stages.</li> </ul> <p><b>The Key Stage Trustees positions were filled as follows:</b>            EY/KS1 - Michaela Olejarova            LKS2 - Michelle Fyfe and Laila Daoud to be Co-Trustees for this year group            UKS2 - Vicki Moran</p>	n/a
3	<p><b>Decision Making and Voting</b></p> <p>It was agreed that PTA Meetings would have a 50% requirement for meeting attendance.</p> <p>It was agreed that decisions by the PTA should have a 50% requirement for a vote to be passed</p> <p>It was agreed that a process should be put in place for requests to be submitted from school/teachers</p>	LF – to consider a process for requests to be submitted to the PTA

	<p>It was agreed that there should be a more formal process for decision making/voting on submissions and these should be made during meetings.</p>	
4	<p><b>Engaging with Parents</b></p> <p>There was a general discussion on how to engage with parents to ensure that we are effectively communicating and to encourage parents to be more involved in events.</p> <p>Discussion points included making sure that we should try new fun ideas to get the children engaged and this in turn would help to encourage parents to participate.</p> <p>It was considered to be a good idea to use Facebook more as most people have a Facebook account and we could use the PTA page to connect more with parents. It was discussed that we should talk to the School to link in with any activities that would be appropriate to show on Facebook as this may give parents more reasons to follow the page.</p> <p>We discussed continuing to use the PTA newsletter to remind parents of what the PTA is organising.</p> <p>It was agreed that we should continue to make use of the WhatsApp groups for the year groups as these are an easy way to get our messages across to parents.</p>	
5	<p><b>Fund Raising</b></p> <p><b>Initial thoughts on Activities for the year</b>  RG proposed 2 new fundraising activities which needed immediate approval and these were outlined below along with the Sports Day Refreshment Stall and Family Fun Night being approved but the school.</p> <p><b>Design a new logo competition</b>  RG proposed a competition for children to design a new logo for the PTA. The new logo needed to have the letters PTA in it and the children of the PTA members could enter.  This was agreed to be run by the Trustees.</p> <p><b>Sponsored Read-a-Thon</b>  RG proposed a sponsored Read-a-Thon to run in March from after World Book Day until the end of March.  The School is concentrating on reading and this will support the school with encouraging children to read at home.  The sponsorship will run from 4<sup>th</sup> March – 31<sup>st</sup> March.  The possibility of making this a competition between the year groups was raised to try to encourage engagement from the children.  This was agreed to be run by the Trustees.</p>	<p>RG – to send out the information on the design a new logo competition.</p> <p>RG – to discuss the competitive element of the Read-a-Thon with the school.</p>

	<p><b>Sports Day</b> It was proposed that the PTA should run a refreshments stall at Sports Day assuming that parents are allowed to attend in line with any COVID restrictions and advice. This was agreed that the PTA should run a refreshments stall by the Trustees and that we would advertise for parents to volunteer time to run the stall along with parents providing donations for the stall.</p> <p><b>Family Fun Night</b> The School has agreed that the PTA can go ahead and plan a Family Fun Evening assuming that this can go ahead given any COVID restrictions which may be in place at the time. It was agreed to take the planning of this event to a separate meeting, but initial thoughts were that the Jolly Jar Tombola, Bottle Tombola and inflatables should go ahead as these have proved popular at previous events. The Enchanted Forest was also discussed, with this being popular at the last event that was run and it was agreed that something similar should be out in place this year.</p> <p><b>Other Fundraising Ideas:</b> Other Fundraising ideas were discussed including:</p> <ul style="list-style-type: none"> <li>• Reinstating the termly discos either at school or off-site, including the possibility of having an area for parents to wait where refreshments could be sold.</li> <li>• Talent Show for children to enter with various categories so even parents could be involved. Children would pay to enter and then win a prize. The children could be asked to vote on the entries and this could be run in-person or virtually.</li> </ul> <p><b>Target</b> It was decided to set ourselves a target for the year once we have a better understanding of the current finances of the PTA.</p> <p><b>Event Champions</b> It was agreed that we should have Event Champions, not limited to the Trustees who can lead on various events such as:</p> <ul style="list-style-type: none"> <li>- Christmas Fayre Games</li> <li>- Family Fun Games</li> <li>- Summer Fair Enchanted Forest</li> <li>- Grotto/Winter Wonderland for Christmas Fayre</li> <li>- Quiz and Curry Night</li> <li>- School Uniform</li> </ul>	<p>All – to think about how to advertise the Sports Day refreshments stall for helpers and donations.</p> <p>LF – to arrange a separate meeting to discuss Family Fun Night.</p> <p>RG – to approach the organiser of the Enchanted Forest</p> <p>RG – to discuss discos with the School and review alternative locations.</p> <p>LF – to add these ideas to a future agenda</p> <p>All – to think if anyone would like to be an Event Champion or if they have any suggestions for Event Champions</p>
6	<p><b>Project for the year</b></p> <p>It was agreed that it is good to have a larger goal to work towards but that parents should still see the benefit of their contributions whilst their</p>	<p>RG – to contact the School for spending</p>

	<p>children are still at the school, so it is important to balance out the spending between long-term goals smaller more immediate goals.</p> <p>We should reach out to the school to see that they need and also see if there are any ideas coming from the School Council that we can help fund.</p> <p>Is there anything fun that we can fund as more interaction from the children will in turn encourage more parents to be involved.</p>	<p>ideas both from teachers and the School Council.</p>
7	<p><b>Meeting Dates</b></p> <p>It was agreed that we should meet in the last week of each month, with any additional event organising meetings being added in where appropriate.</p> <p>It was agreed that a meeting should be set up to organise Family Fun Night.</p>	<p>LF – to arrange a Family Fun Night meeting</p>
8	<p><b>AOB</b></p> <p>RG – Everyone to send their contact details (telephone numbers and email addresses) to Rachel.</p> <p>MO – is there any way to open up the events to other schools or the wider community? – This is something to consider for Family Fun Night.</p> <p>MO – who should cover each of the WhatsApp year groups, we need to consider if we have all year groups covered.</p> <p>LF – proposed reaching out to other PTAs in the area to see what ideas work for them to communicate or engage with parents and how they maximise fundraising.</p> <p>LF – we have had sponsorship from Parkers in the past and we believe that they have offered sponsorship for our next event.</p>	<p>All – to send contact details to RG</p> <p>All – to consider engaging the wider community in Family Fun Night</p> <p>LF – to consider which WhatsApp groups we don't cover</p> <p>LF – to contact other PTAs</p> <p>LF – to reach out to Parkers</p>
	<p><b>Next Meeting Details:</b></p> <p>Topic: PTA - Summer Fayre/Family Fun Time: Mar 7, 2022 08:00 PM London</p> <p>Join Zoom Meeting <a href="https://us05web.zoom.us/j/82304469643?pwd=dGhOVtJDa09RSVpoV">https://us05web.zoom.us/j/82304469643?pwd=dGhOVtJDa09RSVpoV</a></p>	

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Passcode: QBnur6