

## PTA Minutes

### Attendees

**Teachers:** AD, GM

**Chair:** HB

**Secretary:** NB

**Parents:** KDW, AH, KV, ZT, ZH, AS, KF, JM

**Apologies:** IR, HH, LW, AB, EG, CW

**Previous minutes:** (September 2018) minutes approved

- **Street Kitchen update**

The street food contact was unable to attend the meeting, and it was noted it would be useful to use conference call facilities (or Facetime, Skype etc.) in the future to include people who can't attend. AD mentioned the need for more engagement with the local community.

JM

- **Forthcoming events – brief updates**

**Table Top Sale** – All ready and organised. Need people on the day to set up and tidy up - IR has asked for volunteers.

**Christmas Fair** – KF will co-ordinate during the actual event. Sub-group for volunteering for Xmas fair will be formed and meeting arranged via WhatsApp asap to look at the details.

Key discussions: decision not to do a Xmas raffle but continue with raffle at the summer fair when it is more successful and instead do a cake raffle.

Have a table with hot chocolate and drinks at the front door as people enter – AS will look into how this is organised at another school.

Use boxes out for collection on lead up to the fair (and need message out to parents to ask for toys, cakes etc).

Have a list of children whose parents helping with set up and they can be brought directly into the main hall – and possibly need someone on school hall door to make sure people go around to the front entrance.

Grotto – LW sent an update which will be discussed at the Xmas fair sub meeting. Access on Thursday 6th December for set up as last year, and from 1:30pm on Friday 7<sup>th</sup>.

GM will look into possibility of using the old PTA cupboard to store donations and grotto. AS will co-ordinate a clearing of uniform and look for a date after school to give away.

AH happy to purchase books and wrap – 46 left so will order another 80. AD to ask for staff to volunteer to be Santa's elf.

It was noted that the Cub's show is at 5:30pm. KV to Whatsapp to suggest they come to the fair and leave together. GM to look into using school bus

HB

ZH

- **PTA Trustees and Primary Roles**

Two Trustees would like to step down and waiting on replies from the other three, whose children have left school. Need to have either a Special General Meeting (SGM) to agree the new appointment of trustees or to include these in the AGM in February 2019, depending on any further resignations and timings.

HB

<p>Suggestion that the primary PTA roles (Chair, Treasurer and Secretary) become automatic Trustees. AD will represent the school, and need one more.</p> <p>Create a document/something visual outlining primary PTA role, what is involved, and association with Trustee role. ZT recognized the work of the current primary PTA role holders, and the meeting discussed ways to encourage more people to become involved with the PTA, for example sharing of primary roles. Use photos to highlight PTA work. Anyone with photos from setting up of PTA events (without children in them) email to the PTA account.</p> <p>Look at PTA staffing a table at school gates to answer questions and generate interest.</p> <p>Include something in curry and quick tickets to encourage people who have attended and enjoyed the event to join (use extra quiz points as an incentive).</p>	<p>All</p>
<ul style="list-style-type: none"> <li>• <b>GDPR – brief update and chaser</b> Need PTA members to sign form, and class reps to sign additional form otherwise we can't display class rep posters.</li> </ul>	<p>All</p>
<p>HB met with the Academy IT staff re GDPR. distribution lists etc. Idea to create list on a yearly basis, PTA18/19, 19/20 etc. Discussed creating a new distribution list each year. AD suggested she could remove year 6 each year rather than starting a new list. Include a statement on all emails for people who no longer wish to receive emails to reply and request to be removed.</p>	<p>HB</p> <p>ZH</p>
<ul style="list-style-type: none"> <li>• <b>Mosaic Update</b> KDW received confirmation of funds coming into the account. ZH attended meeting and training will be organised. Anyone interested in being involved contact ZH directly. Confirmation that funding coming from Leeds Community Foundation.</li> </ul>	<p>HB</p>
<ul style="list-style-type: none"> <li>• <b>Thank You card update</b> HB showed a proof of the card. Inside wording: 'St Chad's Church of England School PTA'. £30 for 50 cards.</li> </ul>	<p>ZT</p>
<p><b>AOB</b> ZT to organize xmas chocolate for kids. £134.20 raised from Lego card sale PTA will present a certificate and thanks at a morning worship.</p> <p>Reverse advent calendar – JM And KF to organize in aide of The Trussell Trust.</p> <p>3 Peaks date extended to Monday 12<sup>th</sup> November and reminder message will be sent.</p>	<p>HB</p> <p>JM KF</p>
<p><b>Date of Next Meeting / AGM</b> - Doodle poll for next meeting.</p>	<p>TBC</p>