

## Montpelier School PTA Meeting held on Tuesday 17<sup>th</sup> January 2012

Present: Am Rai, Amal Kaikani, Boguslava Ostrowska, Candace Brooks, Carlene Bender, Dina Polydorou, Dominika Marszalkowska, Emma Gladwell, Gill Asgari, Hilda Tamou, Jackie Field, Jacqueline Shakespeare, Jane Hillmen, Jaspall Gill, Jon Wardell, , Madeline Reid, Mark Phillips, Sabrina Gross, Sandip Gill, Sarah Mitchell, Tas Outten, Zainab Al-Shalchi.

Apologies: Anna Wood, Mel Sturge, Tamsin Connett, Janine Neye, Mona Jamal.

### 1. Minutes from last meeting

The minutes from 4<sup>th</sup> October 2011 were approved.

### 2. Review of Last Term's Events

#### School Disco – Fri 2 December

- It was agreed that the Discos at the end of last year were a great success, the PTA thanked everyone who had helped, and in particular, Candace who had coordinated the event and Naglaa who had planned and organised the food for the evening.
- Although the same number of people attended as previous years, it felt less crowded due to the new layout of the stalls.

#### PTA Newsletter

- All agreed that the first PTA Newsletter had been really well received. The next newsletter will be out next week and will include a review of the Disco. Carlene and Zainab have also been providing updates on Twitter.
- **Action:** all Class Reps to encourage parents to respond to the feedback requests and other activities in the Newsletters – Class Reps.
- **Action:** Help is needed to fold the newsletters – there are about 700 sheets of A3 to fold each time a Newsletter is printed. Please can any volunteers contact Zainab (zalshalchi@yahoo.com) or Carlene (carlene.bender@btinternet.com).
- Mr Rai suggested that some of the older children will also be happy to help fold the newsletters.

#### Skipping Workshops

- The skipping workshops included Years 3 and 5 and there has been really positive feedback about the workshops. There is the potential to open the event up to other years, but it was recognised that it was a more appropriate activity for Juniors rather than Infants. It was suggested the Year 2 complete the workshop as part of their transitional visits into the Juniors

### 3. Forthcoming Events

#### Quiz

The Quiz will start at 8pm on Friday 3<sup>rd</sup> February (doors open at 7.30). There will be a sit down meal from the clay oven. This year, the quiz will be held in the downstairs hall to make the serving of the food easier.

**Action:** Help in needed to mark the papers at the end of the quiz, can any volunteers please contact Mark Phillips (mark.phillips123@btinternet.com) or Candace (caggieneye2003@yahoo.co.uk)

### Cake Sale

The Cake Sale will be held on 29<sup>th</sup> March (last day of term) using a similar format to last year.

**Action:** Please can everyone help to publicise the event and to encourage parents to bake and contribute – the cupcakes went down particularly well last year.

### Non Uniform Day

There is a provisional date for the next non-uniform day of Friday 10<sup>th</sup> February.

### Summer Fete

The theme for this year's fete was agreed as 'The Olympics' and it will be held on 23<sup>rd</sup> June. Kate has coordinated the fete for a few years now and Jane asked for additional helpers to come forward to join the team to allow Kate to step back after this year.

**Action:** Volunteers for helping the team coordinate the Fete to contact Kate (kate.jackson1974@gmail.com), Jane (janehillmen@bethere.co.uk) or Emma (emma.parker@cliffordchance.com).

**Action:** Ideas for the Fete, relating to the Olympics to contact Kate, Jane or Emma.

## 4. Finance Report

- International Food Fair on 21<sup>st</sup> October - raised £1,600
- School Disco - raised £2,800
- School Calendar - raised £1,900 (profit)
- There were three Mince pie sales at the Christmas plays – one of which raised £22 profit, the others to be confirmed
- Non-uniform day – raised £495

## 5. Head Teacher's Report

- The School trips to the Isle of White and France will be more difficult to fund going forwards. This year, there are only 38 people who are going to France. To continue next year, either more children will need to go on the trip or the PTA will need to support.
- Mr Rai also flagged up that there are less and less people paying for the termly trips across the school (the PTA already supports these trips).
- The Playground developments are on hold, issues have arisen around water and heating – it is planned that this work will now begin in March.
- The School asked if it was possible to use PTA drinks at the Arts evening on Thursday and then return funds to the PTA – agreed by the committee.

- The school has bought glass shelves to display the student's art work at a cost of £2,400, the school asked the PTA to support the purchase – agreed, the PTA will fund the full cost of the shelves.
- There continues to be a problem with parents driving and parking dangerously at drop off and pick up times.

6. PTA Matters

- Carlene suggested that more formal feedback from the School to parent helpers in the latter part of the year would be motivating for those involved.
- When Year 6 leaves the School, the children are usually given a dictionary. It has been suggested this year that instead, the children receive a printed sweatshirt. The sweatshirts are £17 each from Juniper.
- Action: Hilda and Gill to confirm the costs of all purchases relating to the Year 6 leavers (including balloons, year book, dictionary etc.) for review at the next meeting.
- Action: Hilda and Gill to ask parents if they are willing to contribute to the cost of the sweatshirt.

Action Log

Action	Responsible	Date for completion
The above led to a discussion on feedback mechanisms and suggestions for improvement from past volunteers. SurveyMonkey was suggested as a way forward although it was thought there may be a cost involved. It was agreed that potential feedback mechanisms would be investigated	Committee members/ Chairs/ Secretary	
The discos festivities would include a (CRB'd) Father Christmas, face painting, stalls, a bar (for the parents) and curries.	Candace Neye – School Disco Coordinator	closed
Help was needed for securing sponsorships and adverts so if any PTA members had links with the local community or were willing to help out, they should contact Sunita.	Committee members/ Sunita Patel	closed