

Montpelier School PTA Meeting held on Tuesday 4 October 2011

Present: Aarozo Tach-Karim, Agnieska Kepto, Aishah Janoudi, Alice Gupta, Am Rai, Anna Wood, Ashish Paul, Candace Brooks, Carlene Bender, Chinatsu Potts, Chris Motyl, Claire Kiremidjian, Delia Alfouse, Dominika Marszalkowska, Emma Gladwell, Erin Asgari, Helen Langsam, Hilda Tamou, Jacqueline Shakespeare, Jane Hillmen, Louise Beitverda, Mark Phillips, Mel Sturge, Melanie Duncan, Mona Jamal, Motoko Makino, Nadereh Behnamfar, Nadim Khan, Nana Poku, Rassouyl Ajdari, Riyadh Alkhaznaji, Sabrina Gross, Sandeep Menon, Sarah Mitchell, Shashank Patil, Shreya Parekh, Sunita Patel, Tamsin Connett, Tas Outten, Tobias Morris, Zainab Al-Shalchi, Zana Chaherli.

Apologies: Kate Grenfell, Kate Jackson Janine Neye

1. Minutes from last meeting

Approved with no actions outstanding.

2. Elections

The following people were nominated and elected to PTA Committee roles for 2011/12:

- **Chair:** Jane Hillmen and Emma Gladwell
- **Treasurer:** Riyadh Al Khazraji and Melanie Sturge
- **Secretary:** Anna Wood/ Jackie Shakespeare/ Dominique Marszalkowska
- **Social Coordinator:** Jane Hillmen/ Mark Phillips/ Shreya Parekh
- **Publicity Officer:** Zainab Al-Shalchi/ Carlene Bender
- **Class Rep Coordinator:** Tas Outten/ Gemma Swain/ Anna Wood

3. Event update

● **International Food Fair – Fri 21 October**

More volunteers were needed to make the event less crowded for parents to buy food. As some parents were willing to help out but found it difficult with pre-school children, a crèche was suggested. Only CRB'd parents however could volunteer to help staff the crèche.

- Nadim Khan suggested a supermarket counter approach to improve the event's management and organisation, including colour-coding items and labelling upfront. This was thought to be a good idea but it was not clear if this was practically feasible in terms of time and logistics.
- 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.

Action: Committee members/Chairs/Secretary

● **School Disco – Fri 2 December**

- It was agreed that given the success of last year's event, a similar evening should take place this year with two discos during the course of the evening: 1) Nursery – year 2, 6-7.30 pm and 2) Years 3-6, 7.30-9 pm.
- The discos festivities would include a (CRB'd) Father Christmas, face painting, stalls, a bar (for the parents) and curries. **Action: Candace Brooks and Janine Neye – School Disco Coordinator**

● **School Calendar**

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.

Action: Committee members/ Sunita Patel

● **Gift Aid**

One member queried why were not using gift aid as an additional source of income for the PTA. This had actually been investigated previously and was thought to either be against the PTA's charitable status regulations, however it was agreed that this should be looked at again.

Action: Chairs/Treasurer

4. Finance Report

- The PTA raised over £18k last year; the fete was the biggest fund raiser of £9,500 but other events and initiatives also brought in substantive amounts. The school quiz in its new format had been very successful and would be repeated this year.
- Subsidies for school trips had increased to around £4.5k and trips were subsequently being reduced to two per year. An official process by which parents could offer to pay on behalf of other parents needed to be set up, as this was currently occurring but the process was time-consuming.
- The money the PTA had raised gave financial support to many activities and equipment at school including arts and science week, international week, helped towards buying a new sound system for the hall and allowed external workshop providers to come to the school.

5. Head Teacher's Report

- Plans for the **Junior Playground** have temporarily stalled after a site survey revealed that the planned structure was not feasible.
- New **security doors** had been installed over the summer.
- Other **improvements** over the summer had included: filling in the holes around the trees, new fencing around the bursary, a large mural behind the train in the infant playground, new retainers on windows, new floors in one of the halls and redecoration of both, and new and improved signage.
- A new **arts programme** was being piloted this term whereby a class would spend a week on an in-depth art project and would study art techniques. Parents would be invited to be involved.
- The PTA had supported a request for funding a **lego robots workshop** for years 4 & 5. This was a design & technology programme to allow 30 children to construct a range of models. The set could be re-used.
- A **Playground Champion** peer mentoring scheme was being set up to allow 44 children identify and resolve conflict in the playground. The school asked the PTA to support the purchase of 100 caps at £5 each from Juniper.

Agreed: to allocate £500 to provide the caps.

6. Any other business

Class Reps

The committee thought that parents evening next week would be a good time to disseminate PTA information and allow parents to put their names forward to be a class rep. An additional form would be attached to the feedback form to facilitate this.

Action: Class rep Coordinator

Fluorescent Bibs

It was confirmed that fluorescent bibs with the school logo would be used on class trips.

Zig Zags on Helena Road

There was concern over lack of enforcement regarding dangerous parking and reversing outside the Mount Avenue entrance. The school was not adverse to parents taking photographs of dangerous parkers and emailing them to the police.

8. Dates of meetings for 2011/12

These would be confirmed and circulated by email and on the school website.

Action: Secretary