

Minutes of the PTA Meeting

6th May 2014

Attendees: Jacqueline Shakespeare (secretary), Tobias Morris (Treasurer), Am Rai (Head Teacher), Tasneem Outten (class rep coordinator and class rep 6GP), Nina Colvin (class rep 6GP), Lauren Smith (class rep 5IR), Tamsin Connett (class rep 4NP), Sarah Mitchell (class rep 3CR), Teresa Redondo Lopez (class rep 3DG), Delia Alfonso (class rep 1JL), Rawnaq Faisal (class rep Yellow), Naomi Breen (class rep Nursery a.m.), Dina Polydorou, Melanie Duncan, Nutun Ahmad and 10 others.

Apologies: Jane Hillmen (co-chair), Emma Parker (co-chair), Shreya Parekh (social co-ordinator), Nada Chowdhury, Sunita Patel, Mark Phillips (social co-ordinator)

Meeting chaired by Jacqueline Shakespeare (secretary) in the absence of the co-chairs.

Forthcoming Events

Fete 14th June

- Dina Polydorou and Melanie Duncan highlighted that the hoopla equipment needs repairing, Mr Rai ask will Matt if he can fix it
- The photo booth will return after the success last year as well as a badge making stall, the kit for the badge making will be bought so that it can be used at future fetes as well as other school events
- Raffle tickets have been ordered and will arrive in time for half term
- Sarah Mitchell is managing the fete programme
- Ten addresses have been secured where Grimshaw boards advertising the fete can be put up – a further 15 are needed. Mr Rai will put a request out in the next newsletter for more parents to come forward
- Mr Rai confirmed that the school have some pop corn machines that they are happy to lend the PTA for the fete and that Dina and Mel should contact Nina
- It was agreed that it was worth considering buying a new candy-floss machine rather than renting one, Dina and Mel to investigate and put together a funding request if appropriate
- Mel asked that people contact her if they can easily access feather boas

Cake sale

- The Cake Sale will now be held on 23rd May – posters will go out week commencing 12th May
- There will also be a non uniform day on the 23rd May.

Funding requests

Head Teacher's funding request

- Mr Rai confirmed that 50% of the original funding request was now required to support the Reception Dance workshops (£2,699 instead of £5,398)
- The total funding requested is therefore £1,8099.35 – **the funding request was approved**
- Mr Rai will look into the opportunity of funding an evolution of MLE
- New curtains will now be funded as part of planned maintenance within the school
- There is still a significant shortfall in terms of parents paying for school trips (40% of parents are not paying), even after the wording was changed last year
From September, there will be the option for parents to pay for the year in advance
Mr Rai confirmed that it is very difficult to find school trips for £10 per child as originally intended
The PTA supported Mr Rai and teachers to take a firmer line with parents not paying for school trips

Year 6 Funding request

- Tas Outten requested £1,800 to pay for hoodies as a leaving gift from the school for the Year 6 children which would be in addition to the yearbook produced by the school (costing £1,686 based on last year's cost) and balloon release (costing £118 last year). This would give a total spend of **£3,604** for the year 6 leavers' gifts/events. Arrangements from previous years were available at the meeting.
- 2009: **£2,062** [balloons, yearbook produced by school and dictionary – no breakdown available]
- 2010: **£1,230** [balloons, yearbook produced by school and dictionary – no breakdown available]
- 2011: **£1,227** [£200 dictionaries, £130.80 balloons, £1,077.00 yearbooks produced by school]
- 2012: **£2,575** [£1,530 hoodies, £200 balloons, £845 yearbooks produced by parents]
- 2013: **£1,804** [£1,686 yearbooks produced by school, £118 balloons, T shirts and £5 book tokens funded by year 6 cake sale and voluntary parent contributions]
- After animated discussion those in attendance at the meeting voted on whether to support the funding request. On a show of hands, 16 out of the 25 people in attendance at the meeting voted in support of the funding request.

- Am Rai raised a concern about whether the purchase of hoodies might fall outside the stated objectives of the PTA and therefore present a problem on any subsequent audit.
- **Action:** Tobias Morris to confirm that any PTA funds going towards payment for Year 6 hoodies will pass the audit
- **Post meeting update:** Tobias confirmed that this is the case.

- In view of the low number of officers present at the meeting, the value of the overall year 6 funding request and unusually contentious nature of the discussion, there was uncertainty about whether the vote taken could stand without subsequent ratification by the rest of the committee.
- **Action:** this issue to be followed up with the rest of the committee after the meeting, a conclusion reached and communicated to Tas Outten.
- **Post meeting update:** Chairs confirmed there is no scope in the constitution for post meeting ratification of a vote to happen.
- Am Rai and Tas Outten engaged in direct communication in an effort to find a resolution to the issue.
- Am Rai confirmed on 19 May that he had decided he would not approve a hoodie as the year 6 leavers' gift from the school based on lack of support from teaching staff and the level of expenditure on an item he considered to be disposable and not of any substantial educational benefit. He confirmed that the yearbook and the balloon release (total cost approx £1,800) are fully supported by school and will go ahead to mark year 6's time at Montpelier.
- This PTA funding request in respect of hoodies therefore became redundant.

- It was agreed that in the future, any funding towards a year 6 gift will be reviewed and approved at the AGM in the Autumn term

AOB:

- In their absence, Emma Parker and Jane Hillmen had requested that the minutes reflect their intention to step down as co-chairs, as required by the constitution after the chairs have been in office for three years. This will take effect at the PTA AGM in September 2014 at which elections for new chairs and other elected positions will take place.

Next meeting:

- **AGM in September 2014 – date tbc**