



Parent Teacher Association
PTA Membership Number 16317
Registered Charity Number 1161458

Minutes of PTA Meeting 29 September 2021

Present: Richard Spencer (RS), Jacqui Woods (JW), Rebecca Kelly (RK), Shona Frost (SF), Wieke Eringa (WE)

Apologies: Clare Weekes and Rav Sekhon

1. Treasurer's Report

JW ran through the finances. In the last year, we have spent £800 on new playground signs, £10,000 on the surfacing of the back playground and £1600 on surveys and design work to enable the back playground works to be completed. Both the playground signs and the extended back playground will be valuable and much appreciated facilities for the children.

Monies-in include:

£10,000 from an anonymous donor (which has been transferred to school to pay for marking out of the new back playground).

£50 from Easy Fundraising.

£154.50 from the Big PTA Raffle.

The current balance of the account stands at £2,710.22.

JW noted that this was the lowest balance we had had for a long time. We have been fundraising for the back playground for a number of years and this work has now been completed, hence the large expenditure on this area. The PTA has also had very little opportunity to fundraise due to Covid preventing us from being able to run any face to face events since March 2020

JW notified the meeting that she is going to resign as Treasurer as soon as a new Treasurer is found, ideally at the next AGM. JW is going to speak to a parent about taking over the role of Treasurer.

2. AGM

The Annual General Meeting of the PTA is due this term and RS confirmed that this should be held in November in order for us to comply with the constitution. The date put forward for the AGM was 10th November 2021 at 8pm.

RK to formally notify the PTA contact list of the date and time of the meeting.

RS to inform school to ask that the notice be sent out to all parents and be put on the PTA notice board.

3. Communications between School and parents

It was proposed that CW nominates a teacher representative for the PTA. Ideally someone who can attend meetings and act as a liaison between the parents and the teachers.

It was noted that many people don't fully understand the function of the PTA. They don't understand how it benefits the School. There is no clarity as to how the fundraising makes a difference and the limitations of School budgets and why the PTA is critical to helping Schools with additional expenditure.

It was noted that a communication from School that makes people aware of this would be very valuable. Parents need to know how the Parent Teacher Association makes a difference.

It was proposed that we have some communication from School. We also need information from School as to what they want the PTA to do.

It was agreed that the PTA representatives should prepare the content of this communication, but that it be distributed by the School.

It was noted that the benefits of being involved in the PTA is worthy of a mention on people's CV and it is a good self-development opportunity.

4. Events for the following academic year

- (a) Whilst we cannot do a whole school movie night due to the current guidance being followed by school, it was suggested that a movie afternoon in School be carried out in class bubbles. The PTA could provide a 'movie pack' for each child, with a contribution requested from parents. SF to speak to CW about this.
- (b) Pumpkin or spooky drawing competition. It was proposed that we do a competition for a pumpkin picture or a spooky picture. £1 per entry or suggested donation of £1 to enter. There could be a prize for each year group. RK to look into this.
- (c) Christmas cards. JW is going to arrange the Christmas cards and will start getting the packs together and distributing after half term.
- (d) Tea Towels. We discussed the success of the tea towels previously and it was suggested that we look to do this in Spring 2022. SF and RK to run this.
- (e) The Roundhay School's Run4Fun. Carol and Scott Reid have been our representatives on the committee for this in previous years and hopefully would be prepared to organise this again. The Run4Fun events in 2021 and 2020 were cancelled, but we are hopeful that the May 2022 event should take place. RS to liaise with Carol and Scott about this.
- (f) It was again mentioned that a PTA fundraising page, whereby people can donate money if they are time poor, should be actioned. Nobody on the current committee has the expertise to do this (or the time to look into it). It was noted that we need to raise this in the communication to be distributed by School so we ask people specifically if anyone has any expertise in setting up a fundraising page for a charity whereby regular donations can be made.
- (g) Secret Santa for December. We need to determine from School whether they want to run the Secret Santa. RS explained that we buy items for £1 and charge £2 for these but we would need volunteers to wrap the items. Secret Santa could be run in class bubbles and therefore should be possible within the current risk assessment.

- (h) Post meeting note: The PTA would often run a quiz night in Autumn term. There is an option of a pack of quiz questions from ParentKind that could be used to run a quiz on Zoom if someone would like to organise.
- (i) Post meeting note: ParentKind are running a Big PTA Christmas Raffle online. RS has signed up to receive details of this when available.

5. Actions

- (a) We need a communication to come from School. PTA to prepare and School to distribute. WE is to assemble with content provided by members of PTA as appropriate.
- (b) We need more PTA volunteers and it is the case that we need to replace the following roles: Chair (by November 2022 at the latest), Secretary and Treasurer. **Recruitment is a key priority.**
- (c) We need someone to set up a fundraising page so that regular standing orders can be placed by parents to contribute money to the PTA. To be detailed in communication from School and volunteers sought.
- (d) It was proposed that either a PTA Facebook page or WhatsApp group would be useful. WE to look into this. RS noted that Facebook groups do not send messages to all members unless Posts are boosted (at a cost).
- (e) It should be mentioned on the School communication the benefits of being involved in the PTA.
- (f) We need to know what School wants from the PTA (both in terms of next steps with the land at the back of school and other items that school would like assistance with funding).
- (g) Ideally we need a representative from each year group for the PTA so that that representative can liaise with class parents on PTA matters.
- (h) We need a teacher representative who is able to regularly attend meetings with the PTA. RS to contact CW requesting suggestions for a teacher representative (done).
- (i) We need a list of all events that are run in the year so that anybody taking over the PTA roles have an understanding of what events are run and the materials available for running those events. RS to prepare list of typical events run in each term and send to WE (done). RS to add WE, SF, RK to ParentKind to access materials about events and other support (done).
- (j) If the Christmas Fair is not possible this year, it was proposed that instead we could plan an outside event with Christmas Carols/songs by the kids outside with hot chocolate, mulled wine, mince pies and other Christmas themed treats.
- (k) Post meeting note: Gift aid application to be completed for the £10,000 donation (RS to discuss with CW/JW)

6. Next meeting

The AGM is the next meeting, which will be held on 10th November 2021 at 8pm. It was proposed that the first part of this meeting be a general chat about what the PTA does, as a bit of a recruitment drive. Then the last part of the meeting could be the AGM business. RK to circulate notice of AGM meeting to PTA contact list.

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