

**PTA Meeting - Minutes**  
**25<sup>th</sup> May 2016 7.30-9.00pm**

**United Free Church , Wallwood Road, Leytonstone**

**Attendees:** Carrie-Anne Hall, Chair (C-AH), Caroline Hanks, Secretary (CH), Nicola Mcewan (NMcE), Vanessa Mulholland, Treasurer (VM), Simon Craner, Business Manager (SC), Lisa Greenwood, Co-Vice Chair (LG), Korina Gerolazou (KG), Ruth Doak, Deputy Head (RD), Toni Moore, Head (TM), Jolene Easdale (JE)

**Apologies:** Eve Barnett, Co Vice-Chair, Cleo Ovenden-Hodges, Charly Hutson, Communications Officer

Meeting chaired by Carrie-Anne Hall and minuted by Lisa Greenwood

<b>Agenda Item</b>	<b>Action</b>
<p><b>Last Meeting Minutes</b></p> <p>Approved by all present</p>	<p>None required</p>
<p><b>Summer Fete – KG</b></p> <p>Reminder of owners of activities.            Still in need of a second barbecue, one already having been supplied by NMcE            Alcohol licence no longer required            Instead of football shoot-out, an enclosed football dome game was suggested, as no specialist skill required to run            TM to help VM on the door            No caretaker confirmed as yet            Henna tattooists still needed            Street dance club performing approx. 1pm</p> <p>Raffle: Tickets have arrived. Parentmail going out 27.05; book bag drop 09.06</p> <p>Product ordering all in hand</p> <p>Food – Sanchia Lovell needs numbers</p> <p>Wet weather plan – everything can move inside</p> <p>New Parents' meeting on 09.06; 0930 and 1600</p> <p>Float: Money to be store in the school safe; reception classroom to be used for collecting / returning monies</p>	<p><b>CH</b> to send KG list of volunteers for food &amp; drink</p> <p><b>CA-H</b> to investigate indoor football alternative</p> <p><b>CA-H</b> to attend staff meeting to encourage teacher participation</p> <p><b>SC</b> to liaise with sanchia re food / numbers</p> <p><b>NMcE</b> to deal with risk assessment</p> <p><b>KG</b> to produce instruction sheet for volunteers on the day</p>
<p><b>Treasurer's report – VM</b></p> <p>2-3 years' worth of money ready to be allocated</p>	

<p>£2,639 profit this year Estimated £5,363 by the end of the year</p> <p>Allocated: Books as requested by Ms Bazuaye £1,000 Expressive arts week £1,000 Storyteller £750 Topics boxes £2,500 Gardening project £1,000 Minor playground renovations £500</p> <p>£13,755 in bank</p> <p>VM stressed the need to: Set reserve Set deadline for spending Put spending / finance procedure in place</p>	
<p><b>Gardening Project – SC</b></p> <p>SC gave details of progress with the gardening project. Year 6 helping to design outside space, and prepared letters to suggest where money could be spent</p> <p>Ms Tariq and Ms Dean leading in terms of curriculum links</p> <p>SC explained vision for outside spaces</p> <p>Remaining costs, including astroturf and seating: £6,000</p> <p>PTA agreed to give £3,500 now for astroturf and gardening things – beds, planters etc</p>	<p><b>VM</b> to prepare cheque</p>
<p><b>Rights Respecting Schools – JE</b></p> <p>Jolene Easdale came to talk about the Rights respecting schools scheme, in association with Unicef. Based around the UN Convention on the Rights of the Child, there is a meeting on 27.05 to which all are welcome.</p> <p>It is a school community project, the aim being to roll out across the curriculum, starting with a Charter about how rights can be respected throughout the school</p>	
<p><b>Expressive Arts Week – JE</b></p> <p>Expressive Arts Week is 4<sup>th</sup> – 8<sup>th</sup> July, and will have an emphasis on Shakespeare. The PTA agreed to contribute £300 towards an Anthony Glenn performance. JE also said that extra help for the end of week show on 8<sup>th</sup> of July would be very much appreciated</p>	<p><b>VM</b> to prepare cheque</p>
<p><b>Future Events</b></p> <p>C-AH suggested an end of year party on the last day of term. To be discussed at next meeting</p>	

**NEXT MEETING: JUNE 15TH**