

Gwyn Jones Primary PTA
Meeting Minutes – 23rd Sept 2015
Venue: United Free Church
Leytonstone
Time: 7.30-9:00pm
Meeting Minutes: Caroline Hanks

Present:

Carrie-Anne Hall (C)
Caroline Hanks (S)
Vanessa Mulholland (T)
Nicola McEwen
Cleo Ovenden-Hodges

Lisa Greenwood (V-C)
Eve Barnett
Emma Bowman
Charly Hutson
Mark Hilton

Korina Gerolazou
Stephanie Pamment
David Adams

Apologies: Toni Moore (Head-Teacher), Ruth Doak (Deputy–Head), Sarah Craner, Jessica Moore

Agenda Item	Topic /discussed	Action
Welcome	Carrie welcomed everyone and thanked them for coming to the AGM and this follow-up meeting to plan the disco and Curry & Quiz night.	
Introduction of officers	<p>Carrie introduced current officers: Herself –Chair Lisa –Vice-Chair Caroline –Secretary Vanessa –Treasurer</p> <p>Eve had been put forward and voted in as joint vice-chair with Lisa. She agreed that this is a position that she would like to take. She will share the position with Lisa.</p> <p>Charly has put herself forward as parent communication officer - Carrie seconded her and the group voted her in. She will be over-seeing posters for events, taking letters around the classes for book bags etc., updating Twitter and the website, and general parent communications.</p> <p>AGM meeting minutes were passed round and agreed.</p>	
Disco	<p>Disco Oct 9th 2015 4.30-6pm –Star Wars/Galactic theme A different structure than previous disco events, in that the school years of reception to year 6 will be together rather than two different times of disco. This will help to retain helpers until the end and maximize the time. This will mean that the disco is busier but we will have more help.</p> <p>Ruth has asked that the children from reception and year 1 be accompanied by a parent. This also applies to after school club children, but it is understood that an after school club supervisor will take those children to the disco. Older brothers & sisters are not able to be responsible for younger siblings.</p> <p><u>DJ</u> –Steve and Tyler confirmed</p> <p><u>Posters</u> –These are ready, Ed is currently working on the final versions. There will be a different poster for KS1 & KS2</p> <p>To be put up on gates and in classes on Friday 25th Sept by Charly –Caroline will show her where the laminator etc is and around the school and introduce her to the teachers and Teaching assistants as so they know who she is and her role in the PTA.</p> <p><u>Letter/Permission slips</u> – Carrie has these ready and Charly will organise to go out one week before in book bags</p> <p><u>Set up times/Volunteers</u></p> <p>10-12 noon (decorating and putting tickets on party bags) Carrie, Nicola, Steph, Emma, Cleo</p> <p>2pm –Set up tables – Carrie, & others</p> <p>4pm –Stall holders/door people arrive</p> <p>Tickets /door £1 Just entrance £3 with party bag –pre-made star wars theme sweet cones, including tickets for popcorn, glowstick and a game. All other stalls will be a varied charge from 50p</p> <p>Door volunteers: Vanessa, Dean, Steph, Nicola ,Toni (? tbc), Elizabeth (? tbc)</p>	<p>CLH /CH</p> <p>CLH</p>

	<p>Photo both Black fabric donated by Vanessa, will hang up this as a back drop and put on stars. We already have star wars figures from red carpet event disco, and other themed props will be available for photos to be taken by parents /children. Eve to run this area.</p> <p>Karaoke Mark has agreed to oversee the Karaoke at the disco.</p> <p>Stalls All volunteers running stall to arrive by 4pm</p> <ul style="list-style-type: none"> • Food/drink ice lollies Emma & Ben (partner) Katrina <p>More volunteers needed here Carrie to ask other parents whom have helped on this stall previously</p> <ul style="list-style-type: none"> • Glitter tattoos /facepaint Jess –cheek art /face painting Charly (glitter tattoos) <p>More volunteers needed here Carrie to ask Michaela and other parents whom have helped on stalls previously</p> <ul style="list-style-type: none"> • Games The table games we purchased for last disco, snooker, air-hockey and football tables (they were a great hit) <p>Star wars themed game–knock the tin cans down from a stack with bean bags Caroline to make the game -Cleo and Nicola to lend beanbags</p> <ul style="list-style-type: none"> • Toy stall Theresa and Naveed –Caroline to text them to confirm • Risk Assessment –Nicola will write up the risk assessment for the event • First aid –Nicola to ask Marcus, another parent if he is able to be first aider at the event. Caroline is first aid trained and will be at the event if Marcus is unavailable. 	<p>EB</p> <p>MH</p> <p>EB</p> <p>CAH</p> <p>CAH</p> <p>CH</p> <p>CH/NM/ CO</p> <p>C.H</p> <p>NM</p> <p>NM</p>
<p>Curry & Quiz night</p>	<p>Lisa to lead on this Other helpers in organising group : Sarah & Cleo</p> <p>Curry & quiz night -11th November 7.15-9.45pm TBC with Star of India</p> <p>Posters –Will use last year’s poster, Carrie to send to Ed to change format and insert new details. Charly to put posters up.</p> <p>Tickets –to be sold as per last year -50 tickets first come first served. Vanessa to collect monies in from this.</p>	<p>EH/CLH</p> <p>VM</p>

	<p>Food Lisa to call shah to confirm date and cost per-head etc Bring your own drink</p> <p>Quiz Lisa make contact with Gwyneth the last year's event quiz master If Gwyneth cannot do the quiz, Cleo and Ed are happy to write the quiz (new baby duties pending) Steph knows a possible quiz master</p> <p>Tables Lisa to ask Emily re- if she is able to provide table cloths as she did last year Tables to be set up from 6pm David has volunteered to help set up tables</p> <p>Raffle Ask parents via parent mail for donations for this –wine, chocs etc. Parent mail to be sent out</p>	<p>LG</p> <p>LG/CO</p> <p>LG</p> <p>LG/CAH</p>
<p>Fundraising /funds to be spent</p>	<p>A good discussion of this occurred but this will be a main agenda on our next meeting. On issues such as larger items (i.e. outdoor classroom space etc.), it will be clearer of what would benefit the school and its priorities once the governors have had their meeting with the head tomorrow night.</p> <p>In the interim it was agreed that £100 of monies would be spent on games for the games club (this encourages children in peer relationships and social skills that otherwise would find it challenging)</p> <p>Jess will apply for us to part of the Community Matters campaign – Waitrose. It was agreed that Carrie would speak to the school about what we wanted to put this money towards if we are lucky enough to secure it and report back to Jess for the application.</p> <p>Mark & Kotrina are able to have input in securing community pots of funding and through businesses. Mark is speaking with the head teacher.</p>	<p>CAH</p> <p>CAH/MH /KG</p>
<p>AOB</p>	<p>It was asked by some of the new parents to the group what the PTA relationship was with the school due to the name 'Parents Teacher Association.' And are we a parent forum? It was discussed that the school was looking to set up a Parents Council but that direct issues about the school should be taken up with the Head Teacher or Deputy Head Teacher directly. Carrie emphasised how supportive Ruth and Toni are with the PTA, and that they had sent their apologies that they could not make the meeting. Carrie met regularly with Ruth, and now Toni, on up-and-coming events and they both encourage teachers to be involved in helping us on the day. Posters and sign-up sheets are put up in the staff room. There was a higher presence of teacher helpers last school year. It was brought up that we would very much like more school input into fundraising objectives. Carrie will be meeting with the staff to discuss this and bring results back to the next meeting.</p>	

Date of next meeting	Next meeting Wednesday 18th November 2015 7.30-9pm Leytonstone United Free Church Wallwood Road E11 1AY	
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