

ST MARY AND ST JOHN CE PRIMARY SCHOOL PARENT-TEACHER ASSOCIATION

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Minutes of the Parent-Teacher Association Meeting Monday 16th September 2019, 7.30pm

Location: St Mary and St John Primary School, Meadow Lane

Staff/Committee/Governor/Attendees: Ant Larcombe (Chair), Kelly Jones (Treasurer), Emma Woo (PTA Secretary), Rachel Buchanan, Clare Nixon, (Committee Members), Liz Burton (Headteacher), Chris Chamier-Williams (Deputy Head), Sarah Franklin (Governor) Jo Acty (Artist in Residence), Amy Swinson, Juliet Addenbrooke, Camille Hallo, Pete Shepherd, Amanda Hellberg, Kirsten Bickford, Chris Woodhead (Parents)

Welcome and Apologies

The meeting was chaired by Kelly Jones

ACTIONS FROM PREVIOUS MINUTES

ACTIONS CLOSED AT THIS MEETING:

Eva Sommer and **Rachel Buchanan** arranged for Year 6 leavers to have the option to buy a hoodie printed with their year of leaving. The project went well, with a large proportion of families choosing to buy a hoodie. This could be repeated in subsequent years. **Closed**

In order to make PTA meetings accessible to more parents and carers it was suggested that the committee consider alternating the day of the week meetings are held on. This has been actioned and meetings will now be held alternately on a Monday and Wednesday evening. **Closed**

ONGOING ACTIONS FROM EARLIER MEETINGS:

It has been suggested that the PTA hold a movie afternoon as a once yearly event in the Autumn term. Issues such as the cost of acquiring a licence would need to be investigated first. **Action** Committee to discuss whether or not the PTA could cover the cost of this as a community-building event **Liz Burton** to ask school administrator to look into the cost of acquiring a licence.

ACTIVITIES AND FUNDRAISING

Calendar and Christmas cards

The meeting heard an explanation of the process whereby parents come into school to help each class produce an art installation which forms the basis of the artwork for annual school calendar. The calendar is sold at the Winter Fair and subsequent events to raise money for the school. Local businesses are invited to help out by paying to sponsor a page. The project relies heavily on parents and carers volunteering to help. This year the theme will be 'World Fairy Tales'. In a similar way, the school produces Christmas cards based on the children's artwork which will also be on sale during the Winter term.

Winter Fair

The annual Winter Fair will be held on Saturday 30th November 12-4pm. Preparations are beginning now. The committee will meet soon and volunteers will be needed for planning and preparation for what is the PTA's biggest event of the year.

Mother's Day Breakfast/Afternoon Tea

A parent shared an event that the PTA at her old school ran. A breakfast on the Friday before Mothering Sunday, run by fathers and attended by all before school. A light continental breakfast of croissants and other pastries as a way of celebrating the mothers in the school. Some parents felt that it would be difficult to arrange this in the morning but could be organised as an add-on to the Friday afternoon cake stall.

PTA Spending

Many thanks to **Amanda Hellberg** for producing a fantastic poster showing highlights of the PTA spending over the course of the year. These posters will be put up around the school.

UPDATE FROM HEADTEACHER AND GOVERNORS

UPDATE FROM HEADTEACHER

Over the Summer holidays the refurbishment of several areas of the school has continued. In particular, the computer room has been transformed into a lovely bright space to house the new library. Thank you to the PTA for their commitment to contribute towards new library furniture. Now the space is nearing completion the books themselves need to be organised and catalogued. This is a slow process but it is happening. For the time being the school is not open to book donations but this may be possible in the future. There will be chance for children to get involved in the new library by serving as librarians and parental help will be welcome in keeping the library tidy.

The KS2 toilets have been replaced and a visibility panel placed in the main door to encourage good behaviour. The old corresponding cloakroom has been turned into a storage room and

the cloakroom moved out into the corridor. This is to ensure that this space is as safe as possible for the children who use it.

UPDATE FROM THE GOVERNOR'S

Sarak Franklin was present to represent the Governor's

The improvements that have been made to the school have been a long time coming and are very welcome. The idea of a refurbished library first came up in an initial consultation with parents several years ago and has been possible due to the support of the PTA. The Governor's thanks go to all previous parents and committee members who helped make it happen.

OPEN FORUM

CYCLING IN SCHOOL GROUNDS

The school has communicated before that parents and children are asked not to ride bikes and scooters within the school grounds as a safety precaution. However, some parents are concerned that this is still happening. **Action Liz Burton** to send out a parentmail and also look into the possibility of putting out an A-frame sign to remind cyclists of the rule.

YR 6 POST SATS SCHEDULE

Some parents have expressed concern over the apparent lack of structure in the schedule for Year 6's after they sit their SATs in the Summer. There was some discussion over whether or not this is in fact the case or just the perception as the children focus their attention on the more fun aspects of the term, such as rehearsing for the school play. **Action Liz Burton** to look into ways of communicating with parents how the schedule is planned.

NETBALL

A parent was keen to see more netball played throughout the school as we have excellent facilities for it. **Action Liz Burton** to discuss with Dan Banham, the school's Sports lead.

SPORTS DAY

A parent raised concerns over the way Sports Day was organised, in particular the way that the KS1 event in the afternoon seemed to focus on instruction rather than participation. Liz Burton noted that this was potentially due to using Year 6 pupils to demonstrate to the younger children and organise their groups. **Action Chris Charmier-Williams** will feed this back to the organisers for next year.

CLASS REPS

Following a discussion around how the PTA could encourage more people to get involved with events and general school life, it was proposed that we move towards appointing Class Representatives for each class in the school. This role would probably involve gathering feedback from parents and attending a majority of the termly PTA meetings. It could also involve communicating with parents about school events as well as reminders about swimming lessons and school trips etc. **Action Emma Woo** to put together a draft job description

COMPER

Clare Nixon has volunteered to be take over from Rachel Buchanan as Comper Liaison for this coming year.

It has been suggested that we consider holding a PTA meeting at Comper in order to include Comper parents.

The refurbishment of the Comper outdoor space has been a success, with the work receiving the recognition of a 'Highly Commended' accolade by a national garden competition.

FACEBOOK

The PTA has a Facebook page which isn't using as effectively as it could be. **Action Emma Woo** to look at how this could be improved.

DATE OF NEXT MEETING

The next PTA meeting will be held on Wednesday 13th November 2019 in the KS1 Hall.

Please see below and/or speak to a committee member if you would like to consider joining the committee. Named roles have specific duties while other members contribute according to their interests and availability.

All Welcome.

GENERAL PTA INFORMATION

The PTA Committee welcomes comments and suggestions. Please contact any of us via the school offices, by email (maryandjohnpta@gmail.com) or in the playground.

2018-2019 Committee members: Anthony Larcombe (Chair), Emma Woo (Secretary), Kelly Jones (Treasurer), Clare Nixon, Rachel Buchanan, Lisa Baressi, Robert Green, Richard Heap.

Anyone interested in joining the committee is invited to make themselves known to a current committee member. Elections are held once a year at the AGM, but committee members may be co-opted throughout the year. (The PTA committee usually meets a couple of times a year, in addition to the regular PTA meetings, held on the second Monday of each term.)