

Minutes of PTA Meeting

Date: 5:30pm 20th January 2025 Elder Classroom

Present – Caroline Mackenzie, Mike Thomas, Tabitha Heathcote, Laura Downes, Ben Ireson, Fraser Kenyon, Jo Conchie-Power

Apologies - Katie Simpson, Claire Beresford, Becky Buchanan, Karly Marshall, Laura Egerton, Louise Middleton, Kate Scanlan, Claire Wilkinson, Danielle Percival, Heidi Goricha, Claire Winnington

Agenda Item	Main Points/Outcomes	Actions
1. Welcome and Apologies.	Mrs Mackenzie thanked those present for their time. Apologies are recorded above. There was a discussion about how to ensure maximum members at meetings.	Consider the timings of meetings and whether they are face-to-face or virtual or a hybrid. Communicate with the parents/carers what is expected, how much commitment, why join the PTA. (BI)
2. Current Position	Previous FOWS committee were asked to step down in December and there has been a pause in the school's PTA work. The FOWS team have always been very successful in raising funds which are very much needed especially as school budgets are not able to meet need.	Investigate the log-in details for the charity commission. Remove Mrs Hough (previous Chair) and Mrs Percival as trustees and add Mrs Mackenzie,

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	<p>In the past, FOWS has raised money for new furniture throughout the school, iPads, musical instruments, funding Forest School, paying for the school to visit the pantomime. Most recently, FOWS paid £15K for the artificial grass to enhance the playground space.</p> <p>A new PTA now needs to be established. It is important that the purpose of the PTA is not solely about raising money but about bringing the community together. There needs to be appealing events that are for families, children and also parents.</p>	<p>Mr Ireson and Mr Johnson (Parent Governors). (HG)</p>
<p>3. Funding</p>	<p>There is £20K in the bank currently which is towards the 10% for the new-build. Before the end of March 2026, the aim is to raise a further £10K for the final instalment towards the new build.</p> <p>Any additional funds will go towards the laying of artificial grass to the land adjacent to the new build. It was discussed how it is necessary that three quotes are sought when using FOWS money for such things. (The school are in the process of obtaining three quotes or this work.)</p> <p>It was agreed that at future events ‘Whitegate money’ would not be used. Instead, we will investigate card payments on multiple devices.</p> <p>Parents/carers would like more regular updates on the actuals in the account and what the money is being spent on. It was agreed that visuals are a great way to do this, especially when raising a larger sum e.g. for building work.</p>	<p>Obtain the full accounts and financial position from Mrs Percival (previous Treasurer). (CM)</p> <p>Investigate card payments on multiple devices. (C Win)</p>
<p>4. Make-up of PTA</p>	<p>PTA can make their own decisions through a vote. Everyone has a voice, Every parent/carers automatically becomes a member of the PTA when their child joins the school, but there is an executive committee consisting of: Chair, Vice-Chair, Secretary, Treasure plus six other members. The headteacher is automatically the President.</p>	<p>Review and, if necessary, update the constitution. (CM/BI)</p> <p>Communicate with parents/carers that there are ten roles and what the various jobs are. (BI)</p> <p>Remind parents/carers that they are already a member and suggest ways in which they can help. (BI)</p>

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5. Events	<p>Some suggestions were: refreshments at the Christmas productions, ‘School Apprentice’, reinstate the bi-annual ball at Vale Royal Abbey, a Santa Dash. A discussion was held around the crafts that the children make at Christmas. It was explained that the fair used to be a Christmas Craft Fair and the crafts were the main focus.</p> <p>Discos are an easy way to raise funds and engage the children. The DJ had previously been booked for the 7th March for Bonkers Bingo and this will be changed to a children’s disco instead. 6pm – 8pm. Tickets £6 to reflect the longer time. No restriction on numbers. Refreshments, glo-sticks etc. to be sold at an additional cost.</p>	<p>Consider a suggestions box that both children, parents/carers and staff can contribute to.</p> <p>Advertise school disco and ask for volunteers to support (in addition to school staff). (C Win)</p>
6. Communication	<p>Is Class List the best platform? It was agreed that it perhaps wasn’t as it was another app to log-in to. It was suggested that another Facebook account is set up to communicate with parents.</p>	<p>Find out if we pay for Class List. Cancel subscription. (C Win)</p>
7. Name	<p>Do we start afresh with a new name? It was agreed that we would, but FOWS would remain the legal name as this is what is registered with the Charity Commission.</p> <p>At present, there are no suggestions of a new name. Parents/carers, children, staff will be asked for suggestions. This will be announced at the next meeting.</p>	<p>Suggestions box for new name for the PTA. (CWin)</p>
8. Time and date of next meeting	<p>AGM to be held on Tuesday 11th March at 5:30pm in Elder Classroom.</p>	<p>We will need the previous AGM minutes, copy of the accounts, copy of the constitution and nomination forms for this meeting. (CM/BI)</p> <p>Invite parents/carers to the AGM. As part of the communication, share the PTA’s vision and values, what roles are needed, what is expected, what is the commitment, how you can help etc. (BI)</p>

