

Minutes

Friends of West Acton Primary School (PTA) AGM Monday 8th Jan 2018

Present:

Chair – Kate Crossland

Jenni Lipscombe, Marlyn Fernandez, Liz Shiromani, Riesta Choeldi, Wendy Spiteri, Mamiko Ojima, Nana Tsumiki, Miyuki Saski, Akiko Takai

Sarah Hayward – West Acton Primary School Business Manager

1. Welcome and introductions

Kate welcomed everyone to the meeting and we all introduced ourselves.

2. Chair's report

Kate then gave a summary of the year's activities and the highlights which included our big regular events:

- Fireworks
- Christmas Fair
- Spring Disco
- School's 80th birthday summer fair

We also supported school activities such as West Acton's Got Talent and the Easter Bonnet parade, held bake sales and trialed 2nd hand uniform sales at the Spring Disco and again in May.

It was wonderful to work so well with the Japanese PTA throughout the year and we want to recognise and thank the Japanese PTA for the fantastic support they give us. We couldn't do any of our events without them.

The committee was made up of Kate and Marlyn as co-Chairs, Jenni as Treasurer and Natasha Ediwira and Sam Elmi as co-Secretaries. Sadly Natasha had to step down from the role part way through the year but we are grateful for her help.

Kate reminded everyone that help is always welcomed and that you don't have to be part of the official committee to put forward ideas or support events.

3. Agree accounts from previous academic year (1st September 2016 – 31st August 2017) - Jenni

The accounts show that the PTA had a turnover of £12,356 last year and after expenses, made a surplus of £4,283 which was available to donate to the school.

Donations to the school last year came to £2,950 and included contributions to the Crossing Patrol, Year 6 productions and school trips.

Overall the PTA ended the year with funds of £8,686.

Liz queried the low level of bank interest given that we have a substantial bank balance. Jenni explained that the main account at HSBC does not give any interest and agreed that a change of bank account should be investigated.

There were no other queries and the accounts were officially accepted and signed off.

4. **New committee – Jenni**

Marlyn officially resigned as co-Chair but will remain active within the PTA. We'd like to thank Marlyn for her incredible hard work last year and in particular the effort involved in organising the Christmas Fair.

No new applications were made to join the committee and so the remaining existing committee members were voted in:

Kate Crossland - Chair

Jenni Lipscombe – Treasurer

Marlyn Fernandez, Sam Elmi and Wendy Spiteri as extra committee members.

5. **Plans for events and activities for the next year**

Spring Disco – Wed 28th March

This is in the last week of term and so we're able to use the Windsor Hall for the parent café again as there are no after-school clubs running that week.

West Acton's Got Talent – 7th June

Summer Fair – potential date given for Fri 13th July (one week before school closes on 20th July). However need to look at whether there are many other events happening at the same time and whether the date needs to be changed.

Action – Mrs Hayward to check dates of Yr 6 production, sports days, house winners' cup treat and other end-of-year activities and get back to Kate to agree dates.

2nd hand uniform sales

- Discussion around whether these events were purely to make money or whether they're also to provide a service, since a bake sale would be more lucrative. Kate felt that they do offer a useful service as well as raising money. We'll consider whether we have capacity to run another one this year and when the best time would be. Most popular option seemed to be when the new Reception parents have their welcome meeting, date to be confirmed.
- Bake sales are good ways to raise money quickly but raise issues of whether they best support the school's healthy eating initiatives. All agreed that there is no easy solution to this one and that we may hold a bake sale if there's something specific that we would like to raise money for.

Film night

Discussed the possibility of holding a film night as the school has the facilities and PTA Association can help with getting the necessary licences. The PTA would sell tickets and snacks such as popcorn.

Depends on whether we can get more parents involved with the PTA as the current committee and volunteers don't have the capacity to run more events at the moment.

6. **Donations and support to the school**

Already agreed are:

£1,000 to support Crossing Patrol

£1,610 to pay for new books and equipment in each classroom's reading corner (£70 per class)

Year 1 seaside trip

Year 6 – costumes for the production and leavers' party.

Future donations

Year 6 yearbook

The number of children in Year 6 is now 90 (compared to 60 previously) and creating the yearbook requires a huge amount of time. Aileen has previously arranged the books herself, but may not be able to do them this year and certainly not by herself.

Alternatives would be to provide t-shirts instead, or we can approach Year 6 parents to see who would be willing to help.

Action – to discuss with Aileen what exactly the work entails before making a decision.

Homework club

The PTA would be very happy to support this and it would cost around £400 per year to pay the Teaching Assistants for the extra hours worked. **(Note – after the meeting Mrs Hayward confirmed the cost would actually be nearer £600)**

Library

The school library has reopened during the school day, and will be open before and after school as well once the stock of books has been sorted out properly.

Action - Mrs Hayward to confirm the availability of the TAs for the homework club (as they will be covering the library before and after school too) and the cost.

Wet play toys

Mrs Hayward explained that each class has a small stock of toys and activities for children to use during wet play but that these have not been refreshed for several years, and there is a shortage in Years 5 and 6 now that there are extra classes.

The PTA agreed that we would be happy to donate to purchase extra items for each class and suggested £40 per class – total of £840 across the 21 classes.

PA System for Victoria Hall

The newly decorated Victoria Hall needs a sound system and the PTA agreed that we could donate up to £1,000 to support this.

7. On-going issues of not enough volunteers and lack of parent support for the PTA

We all discussed the difficulties of getting parents involved in the PTA and how we can attract more people to help us. There are only a small handful of parents who currently help, and we have lost a number of volunteers whose children left the school last year.

The Japanese PTA provide huge support but we need to work at how to engage other school communities as well.

The current volunteers cannot run events by themselves, and so if more help is not available there won't be a summer fair this year.

Ideas for telling more people about the PTA were discussed:

- Using visual aids at events to explain what the PTA do and why we need help
- Asking Mrs Appelby to talk about the PTA at events where there are lots of parents (eg WAGT)

- Having a stand at parents evening where we can talk to parents and explain
- Selling disco tickets from a table instead of by returning paper slips so that we can talk to parents at the same time

Mrs Hayward made the point that the school hugely appreciates the work of the PTA and the events that we run, but that they also understand that they take a lot of work and can't happen without help. So if we need to cancel an event because of lack of support, then that is a reasonable action.

Many people think that they don't need to help because events happen without their support and they assume that 'someone else' will always do it. Sometimes it takes a drastic measure, such as cancelling the summer fair, to make people realise.

Action – the committee to look at which are the best ways of trying to engage more parents and to look at the PTA website for ideas.

Meeting closed

Signed.....

Date