

Corpus Christi Parents' Association Meeting Minutes

5th October 2018

In Attendance

Yemisi Corinaldi (Chair), Teresa Zych, Pauline Hughes, Nadya Morgenstern, Akosuah Owusu-Ansah, Luna Keza, Marcia Boakye-Keating, Mo Rathore, Jo Scott-Nicholls, Sian Roberts-Phelps, Kelly Breslin, Samantha Hallam, Elvira Tynan, Cristina Castillo, Martha Opoku, David Voyce, Jolanta Ujma-Popiel, Natacha Bokungu, Patricia Yowari Risasi, Katarzyna Wrocinska, Akosua Hagan, Sandra Vakele, Anne Rodger, Linda Bazanya, Marcia Montague, Sarah Azikiwe, Stephanie Baah, Dario D'Aprile, Diane Simms, Lara Martins, Deirdra Orteu

Apologies

Yashoda Sutcliffe, Bernie Butler-Leyland, Anamaria Mulcahy Rosales

1. Actions from last meeting

Several action items from the last meeting were agenda items at this meeting (Bingo Night, class contacts) therefore further information can be found under the relevant topic below.

2. Financial update

PA accounts summaries will be made available on the school's website, www.corpuschristischool.co.uk/parents/parents-association.

Financial matters for the last school year are closed. We raised approximately £20k and have a similar amount in reserves. We gave approximately £44k to the school for a range of projects and initiatives.

Actions:

- All expense claims must go via a treasurer on the PA Committee for authorisation before reimbursement by Ms Ruiz. Please ensure you forward all expense claims to any of the treasurers (Nadya Morgenstern/Béatrice Amon/Luna Keza) in the first instance. **(All)**

3. Update on new parents' meeting

The meeting was well attended and there were a few parents who signed up to get more information about the PA or to volunteer. Positive feedback included that it was nice to meet other parents and also to have the opportunity to see where someone may get more involved in the school community. Suggestions for improvement which may support better attendance at this event in the future are:

- Reconsider timing of the meeting as for some the current timing is difficult to juggle around family dinnertime/work.
- Name labels would help people get to know each other better as it can be a struggle to try and remember so many names.

- Perhaps more information about the purpose of the event is needed in advance. An email went out about the event but it was too close to the date of the event and therefore did not give parents time to plan for the evening. Earlier communication and also a flyer in book bags as well as emails.

Actions:

- Those who signed up to be added to PTA Social **(Pauline Hughes)**.
- Discuss timing for the event next year and consider alternative timings. **(All)**
- Look at earlier communication and distributing a flyer in advance explaining the purpose of the event. **(PA Committee)**

4. Class Representatives

Thanks to all the new Class Reps who have signed up and welcome to all those who came along to the meeting. The aim is to have 2 reps per class, but there are still some gaps, especially for the Juniors. The role of the reps was explained and a document providing guidance has been generated and will be distributed after the meeting. The reps provide a great 2-way information channel between the parents and those volunteering on the PA. It is a way to help the school to raise money and to have fun whilst doing it! This year, class reps will also take a lead in supporting their year group to run a stall or activity at the Christmas Fair.

A welcome event is being planned, suggestions for this are welcome!

Actions:

- A list of class reps, a short description of the role and allocation of stalls for the Christmas Fair is to be sent to all the reps **(Yemisi Corinaldi)**.
- Class Reps should try to contact the parents in their classes, initially via the school office, to introduce themselves and request contact details so they can build a contact list for their class. **(Class Reps)**.

5. Bingo Night

Bingo Night is on 12th October 2018. There is no entry fee, but people buy bingo books and refreshments on the night. Volunteers are needed from 6pm to help set up and also to clear up after the event – speak to Pauline Hughes if you can help. Akosuah has already organised volunteers for the kitchen to help with the food.

Actions:

- Volunteers needed for set up and clear up **(All)**.
- Anyone interested in running future Bingo events should contact Pauline Hughes.

6. Sparkly Disco

The Sparkly Disco is on 9th November 2018. Suggested timings are 4.45 – 6.15 for Infants and 6.30 – 8 for Juniors. 35 – 40 volunteers are needed across the two events and you can sign up via PTA Social or speak to Nadya Morgenstern. Tasks include the ‘beauty parlour’, refreshments, set up and clear up. Following feedback on last year’s event, the entry fee will be reduced and children will have the option to buy glow sticks. To make it more fun, especially for the infants, an entertainer was suggested who could organise games and dancing – could a parent do this?

Actions:

- Anyone able to volunteer at one of the discos, please sign up directly with Nadya or via PTASocial!

7. Christmas Fair

This year the Fair is on Saturday 1st December. Class Reps are to mobilise parents in their year groups to volunteer for and help organise their stall/activity allocation:

Christmas Fair Stall Allocation

Nursery – Biscuit decorating

Reception – Kids' crafts

Year 1 – Raffle

Year 2 – Kids' games

Year 3 – Toys

Year 4 – Nail parlour

Year 5 – Chocolate tombola

Year 6 – Teddy tombola

A parent volunteer is leading on the decorating theme for the Fair this year. Other stalls are being organised by volunteers who previously ran them, including the International Food Hall, Books (adults and kids), Christmas Trees & Christmas Cards.

Estate Agent Boards

A parent (John Waters) has contacted Eden Harper to ask for their support as they had supported the Fair last year. They cover SW2, SW9, SE21 and SE24 areas. The school will get £25 per board and £200 for the raffle. Boards will remain up for 6- 8 weeks. Nadya Morgenstern and Yashoda Sutcliffe are signing people up so please contact them if you are happy to have a board outside your house advertising the Christmas Fair.

Christmas Cards

Can this be done as soon as possible? The school's art lead will be contacted.

Raffle

Year 1 is leading on this, but any parent can donate a prize. A template letter is available from the PA committee. Liaise with Class 3 and 4 Reps so that no-one is contacted twice.

Additional activities

Is there space for additional stalls? For example, dental advice and jewellery valuations.

Actions:

- Progress Christmas cards (**Anne Rodger**).
- A letter to all parents will provide information about the Fair (**Yemisi Corinaldi**).

8. Update on Green projects

Three applications have been submitted by Bernie Butler-Leyland for grants to support plans to improve the playground areas and provide more green space within the school for the

children. It will take up to 6-12 weeks before we hear if these applications have been successful. As the grant applications have been made under the PA's charitable status, it means that the Charity cannot be closed until the outcome of these grant applications is known.

9. Any Other Business

A parent is keen to run a wine tasting evening before Christmas but this may be difficult to have in the school as there are very few available dates before Christmas.

Actions:

- Is a date available in the school calendar or can an alternative venue be used?
(Yemisi Corinaldi)

Next PA meeting is on Thursday 1st November at 7.30pm.

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