

St Joseph's PTA meeting

Monday 20th January

The Community Class Room

Attendees

Yvonne Smith (YS)	Catherine Balls (CB)	(Chair) Edyta Marciniuk
Basia Ozge (BO)	Therese Barrett (TB)	(Treasurer) Kasia Piek
Anne Farmer (AF)	Julian Rakowski (JR)	Derry Gordon
Aneta Zapala (az)	Marta Organisciak	
Magdalena Wasiewska (MW)	Stephanie Carty (minutes) (SC)	
Marta Doktor (MD)	Isabel Prada (IP)	

Agenda

1. New PTA committee
2. School disco
3. Whatsapp group
4. Next meeting
5. AOB

1. New PTA Committee

The PTA outlined the highlights and challenges in being part of the association. The committee went on to outline the main events in the PTA and their importance to the school.

The PTA funds the Year 6 theatre trip and purchases their end of year hoodies.

The committee also organises the summer fete, school discos and co-ordinate Christmas gifts.

Kasia ... discussed the PTA's fund raising success and discussed how vital it is to school life. JR reiterated this and shared his plan to replace some of the wooden benches around school. He is keen to use PTA funds to enrich school life and explained that the money raised by the PTA will be spent on wow factors and not school essentials such pencils and similar resources.

An event schedule has been devised for the year and has a folder with guidelines and contacts. The current PTA promised their support for the new committee but stated they cannot commit to be solely responsible for school events. They stressed that the more volunteers and helpers there are, the easier it is to organise and run events.

JR explained that there are currently 654 children registered at the school, which is approximately 300-400 families. Therefore, we would hope for greater attendance at meetings and assistance for organising and delivering events.

The group went on to discuss the role of a class rep and how engaging parents is key to the success of the PTA.

Kasia has tried to compile a list of class representatives but this has proved difficult.

- SC to obtain a list of all classes with the view to building on Kasia's findings.

BO, TB, CB, offered their support in organising events but do not feel that they are in a position to fully commit to the PTA and would want to do the role justice.

SC volunteered to be the new secretary.

Each role was described in turn

Secretary

- Minute taking
- Uploading minutes to the school website
- Responding to emails
- Writing the PTA's section of the weekly newsletter

Treasurer

- Keeping accounts
- Banking within 2 days of an event
- Completing annual accounts
- Distributing tins and preparing floats for events.

Chair

- A good communicator
- Organised
- Able to plan ahead
- Prepare agendas for meetings
- Resilient and persevere when dealing with parents and outside companies.

JR suggested the possibility of a Co-Chair so the role is not so overwhelming.

After much discussion Yvonne agreed to be chair with Basia and Edyta's support.

Marta agreed to be the new Treasurer with Kasia's support.

Kasia to arrange Marta and Yvonne's accreditation with metro bank.

2. School disco 5pm - 6.30pm Lower Phase 7pm and 8.30pm

- Posters to be displayed to advertise the next disco on 31.01.20
- Kasia to order hats that proved popular in the past.

- DJ has been booked
- Locker has items for sale. Kasia advised these be ordered following each disco so they are available for the next disco.

Kasia asked for an update re: the leak in the shed. JR explained this has been addressed and was being caused by a block drain. The blockage has been cleared and the issue rectified so the situation should improve.

Tickets to be sold in both junior and infant playgrounds in the afternoons only.

Monday

Tuesday - Kasia

Wednesday Aneta

Thursday- Aneta Kasia

Friday- Aneta Therese

3. Whatsapp group

Names and contact numbers obtained.

- Yvonne and Basia to co-ordinate adding numbers to the group to facilitate communication.

4. Next meeting - 3rd February 2020 7pm the Community Classroom.

5. AOB

SC confirmed there is no template for minutes.

Yvonne thanked the current PTA for their hard work and for all they have done to enrich school life.