

## MEETING MINUTES

<b>Meeting/Project Name:</b>	Convening the PTA for 2018 (AGM)		
<b>Date of Meeting:</b>	16 <sup>rd</sup> October, 2018	<b>Start time:</b>	7.30pm
<b>Location:</b>	School Hall	<b>End time:</b>	8.30pm
<b>Chair:</b>	Louise Washford	<b>Minute taker:</b>	n/a (James Fox retrospectively)
<b>Meeting Objective(s)</b>			
To move the committee forward and start organising fundraising events for the rest of the year			
<b>Attendance</b>			
<b>Present</b>			<b>Apologies</b>
Louise Washford (LW)	Sarah Shoults (SAS)	James Fox (JF)	-
Susan Mary Atkins (SMA)	Sophie Sherlock (SS)	Kirsty Austin (KA)	-
Mrs Cooper (DC)	Kerry Fry (KF)	Leila Fox (LF)	-
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<b>Agenda, Decisions, Issues</b>			
<b>Topic/ Discussion notes</b>	<b>Discussion led by</b>		
<p><b>1. Recap of last meeting</b></p> <p>DC has agreed to a suggestions box being installed in Reception for parents who are unable to make meetings. The committee will check the box regularly</p>	LW		
<p><b>2. Introductions</b></p> <p>The committee introduced themselves. – Louise Washford – Chair, James Fox – Duputy chair, Sarah Shoults – Secretary. No others in attendance put themselves forward as members or seconts.</p>	ALL Attending		
<p><b>3. Constitution</b></p> <p>LW presented the draft PTA Constitution which has been provided by PTA.UK and proposed the School and committee adopt this.</p> <p>No objections were raised</p> <p>It was agreed that the committee would commit to Monthly PTA meetings which would be held on a bi monthly daytime/evening basis. These meetings would be advertised with a minimum of 2 weeks notice to allow as much involvement from other parents as possible</p> <p>It was acknowledged that adhoc meetings would be inevitable when planning events and that these meetings would be advertised with as much notice as possible.</p> <p>IT was agreed that the meetings fr</p>	ALL attending		
<p><b>4. Classlist</b></p> <p>a) LW introduced Classlist as a way for the PTA to keep in touch with Parents, and Parents to keep in touch with each other. It was agreed that this would be piloted with volunteers before being opened to the wider school community – this is to ensure it is secure and private.</p>	ALL attending		

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<b>5. Harvest Festival</b>			ALL attending
<p>The harvest festival is taking place in the church tomorrow and requires volunteers to man the refreshments table and provide cakes.</p> <p>LW, SAS, SS, KA, KF agreed to set up from 1.15. LW will get Milk, LF, KF, providing cakes</p>			
<b>6. Other Fund raising events</b>			
<p>Other ideas for fund raising events were discussed, Ideas put forward were:          Childrens Film night          Quiz night          School Disco</p> <p>All suggestions were considered viable, the use of Chilham village hall was discussed providing there were no licence issues with regards to showing films. It was agreed that a payment TBC would be asked to attend, this would cover a drink and popcorn. KF suggested approaching Morrisons to ask if they would be able to donate popcorn which they make in-house.</p> <p>The Christmas fair was discussed and it was agreed that the next meeting would focus on this, DC agreed a date of 14<sup>th</sup> December for this to take place in the school and agreed that a 'dress down' day could be arranged, donations for one of the stalls would be asked for on that day.</p> <p>The summer Fair for 2019 was also discussed and it was agreed that after Christmas the committee would focus on this, with the possibility of setting up a sub committee to manage the event</p>			
<b>7. Sports Ground Usage</b>			
<p>LW explained that the Sports Ground committee were increasingly keen for the school and the PTA to use the facilities it provided and it was agreed that going forward we would consider this. A representative from the school attends the committee meetings and will keep the PTA across any developments.</p> <p>It was suggested that the Sports Council get involved with proposing future needs and requirements.</p>			

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### Action Items

Action	Responsible	Due Date
1) Placement of suggestion boc in Reception	DC	ASAP
2) Access to School Website for uploading Minutes and updating PTA page	SAS	ASAP
4) list of volunteers email addresses needed for piloting the app	LW	ASAP
5) Purchase milk, arrange float	LW	17 Oct
6) SAS and SMA to check CVH diary and School calander to agree dates for 3 events	SAS/SMA	ASAP
KF to approach Morrisons re donating popcorn	KF	7 <sup>th</sup> Nov
Look in to licencing issues with showing a film in a public place	LW	7 <sup>th</sup> Nov
Source Projector and screen	JF	7 <sup>th</sup> Nov
Date for Dress Down day	DC	7 <sup>th</sup> Nov
Speak to Chilham Castle regarding use for the summer fair	DC	7 <sup>th</sup> Nov
Gather information on last 2 christmas faires tofacilitate next meeting	SAS	7 <sup>th</sup> Nov

### 5. Next Meeting

<b>Date:</b>	7 <sup>th</sup> November 2018	<b>Time:</b>	14.00	<b>Location:</b>	School Dining Hall
<b>Objective(s):</b>	Meeting to Discuss Film Night and Christmas Fair arrangements				