

MEETING MINUTES

Meeting/Project Name:	Convening the PTA for 2018 (AGM)		
Date of Meeting:	3 rd October, 2018	Start time:	2.00pm
Location:	School Hall	End time:	3.15pm
Chair:	Louise Washford	Minute taker:	n/a (James Fox retrospectively)
Meeting Objective(s)			
The AGM was called as an open invite to all parents, with a view to primarily discuss volunteers/nominations to join the the PTA Committee, and as such how we should be comprised and act on behalf of and for the schools parents for the year ahead.			
Attendance			
Present			Apologies
Louise Washford	Sarah Shoults	James Fox	-
Rob White	Alan Millar		-
Mrs Cooper			-
			-

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Agenda, Decisions, Issues			
Topic/ Discussion notes			Discussion led by
<p>1. Our constitution, its make-up, and role.</p> <p>Discussed the need for clear ways of working, with visibility and inclusivity as important principles. The PTA aim is simple; to support our children's ongoing development through fundraising initiatives, community events & other activities. Aiming for charity status, we aim to use a vehicle not only fund raise from donations, but benefit from Gift Aid (effectively allowing us to claim a further 25% from every pound raised). Every parent's voice counts as the volunteer PTA committee act only as a tool to organise actions from a common consensus.</p> <p>a) A need to agree what the principle role, composition, and purpose of the voluntary PTA committee is, so that we can serve its purpose with all parents on board, and engaged.</p> <p>b) A need to establish who the updated PTA committee is (with parent consensus). Two volunteers were nominated from a small group of attendees, and should be validated. Do we have any other volunteers?</p> <p><u>Volunteering to vacant positions:</u> Secretary- Sarah Shoults. Vice Chair- James Fox. Treasurer- []</p> <p><u>Already in position:</u> Chair – Louise Washford.</p> <p>c) Agreed need to recognise an official constitution, code of conduct and set of objectives.</p>			ALL attending
<p>2. Transparency - Sharing Information, Actions, Minutes</p> <p>a) A need for one central, easily accessible location for PTA information to be made available for all parents to access.</p> <p>b) Key information from meetings must be summarised, visible and accessible to all in this location (minutes, actions etc).</p> <p>c) Can we email minutes & agendas for PTA meetings – with permission from parents</p> <p>d) Can we use the familiar and accepted school newsletter to echo key highlights or requests - and include a printed link to the central resource for information in full?</p>			ALL Attending
<p>3. Parents' Voices - Being Heard, Adding Value, Being Connected</p> <p>We're a school wide collective of parents with shared interests of seeing funds generated for the benefit of all of our children – so ALL parents should feel encouraged to contribute, as they are able. The PTA volunteer committee will always operate in the spirit of openness, inclusivity & transparency. How can we ensure that even when parents can't attend PTA meetings, that they can interact?</p> <p>a) WhatsApp "Chilham Parents" group exists for informal parent chat. Louise is admin. Invite other parents to join if they want to stay informally connected.</p> <p>b) We'd benefit from a formal PTA email address for fundraising suggestions to be made too, or information requested from. Checking for GDPR compliance necessary if we are to email from this address to parent groups. We can request email addresses for this purpose.</p> <p>c) A suggestions box in the school yard could be beneficial. Mrs Cooper to investigate and manage.</p> <p>d) We need to generate ideas from the wider parents group for fundraisers – this could be done in a follow up session, or digitally. If parents feel strongly positioned to run side-projects then we can help recognise the project and them as project leads.</p>			ALL attending

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4. Defining our Goals & Celebrating Progress - fundraising with purpose!			ALL attending
<p>a) Create a total fundraising target by defining an agreed “shopping list” of things that the children need. Tangible lists make it easier to focus efforts, and chart progress.</p> <p>b) Children should contribute ideas to shopping list, to give them a sense of ownership and involvement. Agreed items taken forward into our target list</p> <p>c) Goals list agreed, we could start to prioritise the shopping list & focus efforts/activities</p> <p>d) Can we identify block items to understand costs, and inform donation goals into real benchmarks? We can then use specific strategies, approaches or initiatives to help secure these items for the school's children – perhaps to supplement normal fundraising activity. IE, we could create info business outreach packs to go to local businesses to sponsor or donate directly.</p>			
Action Items			
Action	Responsible	Due Date	
1) * Define & share PTA Constitution. Agree with attending parents at next meeting. Agree composition of PTA. Charity? * Seconds for new volunteer members with attending parents at next session	Louise	16 th Oct	
2) * Admin access for the school website to add/centralise PTA minutes/agenda and initiatives	IT Lead at CMS	By 1 st Nov	
3) * Inform and invite parents to WhatsApp informal group * Investigate/suggest mediums for parent PTA comms – ie “Class List” or “Tapestry” * Set up PTA email address and share with parents at meeting/in newsletter * Mrs Cooper to assess if/when we can have playground suggestions box	PTA comm. PTA comm. Louise Mrs Cooper	16 th Oct 16 th Oct 16 th Oct By 1 st Nov.	
4) * Suggestions for shopping list of items needed by the children at CSM From the Children – Mrs Cooper to organise From the Parents – collect ideas from the PTA attendees, and ongoing. * Estimate Costs for items * Agree Priorities for importance of items * Suggestions for fundraising events	Mrs Cooper PTA Comm PTA Comm PTA/ALL ALL	By 1 st Nov	
5. Next Meeting			
Date:	16 th October 2018	Time:	19:30
Location:	School Hall		
Objective(s):	Supplementary meeting to enable us to revisit key points from the AGM, involve more parents, create list of fundraising events		