

PTA Meeting 25th April 2012

Attendees:

Am Rai
Jane Hillmen
Shreya Parekh
Dina Polydorou
Beth Gregory
Melanie Duncan
Delia Alfonso
Janine Neye
Alice Gupta
Naglaa Mrasti
J Field
Zainab Al-Zarred
Carlene Bender
Aarozo Tach-Karim
Hilda Tamou
Gill Asgari
Tas Outten
Mel Sturge
Kate Jackson
Riyadh Allahazreij
Mark Phillips

Apologies

Sunita Patel
Mona Jamal
Candace Brooks
Emma Gladwell
Jackie Powell
Tamsin Connett
Anna Wood

Meeting Minutes

1. The Paper bags at the Cake sale were a great success.
2. Non- Uniform date of 1st June 2012 has been approved.
3. Fete – Kate Jackson
 - a. Class Reps will be filling the stalls' rotas up
 - b. Nursery and Reception parents will help with stalls, however a quick response to stall allocation is required, otherwise whatever is left will be provided.
 - c. Any ideas for stalls, themes (workable ideas) are appreciated, this will be communicated.
 - d. Sunita Patel will be coordinating the raffle/auction – any help with this is appreciated

- e. Sarah Mitchell for Sponsorship, and advertising in Fete Programme
 - f. Aarozo will be organising the food this year. Help is required for providing food for the fete. Deputy to help organise food alongside Aarozo will be Naglaa Mrasti
 - g. This year there will be a requirement for additional Samosas (approx 400)
 - h. Additional help if required for the Spanish food Stall – please contact Aarozo
 - i. Face Painting stall – Face painting course – It would be good to have a face painting course at the school possibly the week beginning 7th May, and then a refresher before the fete at between 2.15-3.15 pm with any parents that would like to help
 - j. Potential to have a Henna stall on the day
 - k. There is a requirement for additional adults to help when the Water Pistols are released so ensure there are no issues with this on the day. Also to lock the toilets before and after the Water Pistol games start.
4. As the years progress the PTA need to organise succession planning for all the Parents that help organise the Fete. It would be helpful to find volunteers who can shadow Kate during the planning stages and the event day, so that we are able to continue to have successful Fete events in the future. Some volunteers who will consider what help they can give with this are Melanie Duncan, Beth Gregory, Shreya Parekh. This needs to be confirmed.
5. Head teacher's report
- a. There was discussion around Mr Beeson's present (QPR signed shirt), and how this is to be presented to him. Am Rai will check how this will be done.
 - b. If any other cards/gifts from parents are to be given to Mr Beeson, then please drop them to the school office or to Mr Rai or Nina directly.
 - c. The Isle of Wight trip was successful, despite the weather conditions. There is a sum of money (which provides support to some parents for the trip) that needs to be settled. Am Rai to confirm.
 - d. There have currently been some admissions issues for the September 2012 intake. Around 16 children who live in catchment have not been given a place at Montpelier, alongside a number of children with siblings already at the school
 - e. The PTA currently funds the text messaging service provided by the school. The school have also moved to Parent Mail, this will give options to pay for trips, and will act as the consent from parents. Parent Mail can also be used by the PTA for any communications that need to be sent out e.g. initiations, general comms, flyers etc. The cost of Parent Mail is £3,837 over 3 years
 - f. Funding required from the school from PTA (approx figures)
 - i. Compost bin & stepping stones £150
 - ii. Planting in boxes £50
 - iii. Athletics £1895 per year for all pupils
 - iv. Spelladrome £995 per year for all pupils
 - v. Turning the unused car park area into allotments £3000 – initial setup. There will also be a running cost associated with the allotments – TBC
 - vi. Year 6 leavers £2700

- vii. Potential for extra funding for Isle of Wight £4500
 - viii. Display folders for nursery & reception £258.95
 - ix. Possible additional cost for Year 6 show – TBC
 - g. Review possibility to create consolidated links to the Mathletics, Spelladrome etc, so that all the links to these sites are in one place, and there is not an issue with remembering all the links.
 - h. School parking – There have recently been issues with parents parking and driving illegally to drop their children off to school. This issue has been raised with the council. Proposals have been put forward which are currently at the consultation stage.
 - i. Bollards to be placed by the entrance at Brentham Way/Mount Park entrance
 - ii. Railing from the nursery entrance through to the Zebra crossing
 - iii. Double yellow lines
6. Finance report
- a. Riyadh Allahazrej confirmed balance of approximately £29,000 in bank account and that he is dealing with the accountants concerning the Charity Commission's Annual Return.
 - b. Expenditure listed at item 5)e) and f) above all approved in principle plus approximately £75 from Carlene Bender for printing costs of the newsletter.
7. AOB – PTA – none
8. AOB - School – none
9. Next meeting – AGM Sept/Oct 2012 – date to be fixed

Type	Action	Action on
Fete	Write an email to outline requirements for fete and stalls – List of all the different stalls available	Kate Jackson
Fete	Approach Fit for Sport for any ideas for themes	Kate Jackson
Fete	Send an Ideas email to all requesting ideas for themes, stalls etc	Kate Jackson
Fete	Approach Band – Pitshanger Popstars	Kate Jackson
Fete	DJ/System/sound to ensure it works and is adequate	Mark Phillips
Fete	Email regarding help for raffle/suction	Kate Jackson
Fete	Email regarding volunteers to make food for the fete, also additional help with the Spanish stall	Aarozo Tach-Karim
Fete	Check availability for dates with Parents for Face Painting Course	Kate Jackson
Fete	Check with Sonia, Mona re: Henna stall	Kate Jackson
Fete	Ray Flowers Band to check if they can play	Am Rai
Fete	Send email to request for additional adult help for water pistol games	Kate Jackson
Fete	Succession planning email to be sent (Fete Coordinator) volunteers and help required to Shadow and possible help coordinate future events	Kate Jackson
Disco	Check Disco dates (7 th Dec 2012)	Am Rai

HT Report	Check on how to present Mr Beeson with the PTA gift	Am Rai
HT Report	Isle of White sum of money to support parents	Am Rai
HT Report	Help with allotment setup/ideas – to ask her husband who as an allotment	Melanie Duncan
HT Report	Possible additional cost for Year 6 show	Am Rai
HT Report	Allotment cost/status	Am Rai
HT Report	Review possibility to create consolidated links to all sites	Am Rai
HT Report	Provide any outstanding receipts/invoices	All