

# Stretford Grammar School PTA

## Minutes

### Ordinary Meeting

Thursday 20<sup>th</sup> November 2014

6.30 p.m.

#### Actions summary

- a) **PTA accounts auditor:**
  - **Action Cary** to try contacting again.
- b) **Easyfundraising leaflet & advertising:**
  - **Action Jo** to email Liz Wood about leaflet printing
  - **Action Cary** to attend Y13 parents evening
  - **Action Cary** to create a rota for future parents evenings
  - **Action Jo** to email Mr Price Uden and Mr Mullins about including in newsletters
- c) **Christmas concert 3<sup>rd</sup> Dec refreshment helpers:**
  - **Action Jo** to contact Karen Swales
- d) **Ladies night 2015:**
  - **Action Jo** to contact Liz Wood for calendar availability
- e) **Big Walk 2015:**
  - Miss Weston & Cary to develop proposal
- f) **Staff v students cricket match:**
  - **Action Matthew Connolly** to get a date and commitment from PE
- g) **Family photographs day(s)**
  - **Action: Fiona** to offer agreed dates to photographer & inform Jo
  - **Action: Jo** to send out an email inviting parents to apply
- h) **First aid training:**
  - **Action Jo** to set a date with Judith in Red Cross, then follow up with email request to parents

### **Meeting attendees:**

Matthew Connolly (chair), Michael Mullins (Headteacher) last 30 mins, Jo Soliva (Secretary), Cary O'Donnell (Treasurer), Claire Barlow, Fiona Johnson, Karen Turner, Pearline Storer, Miss Weston (teacher)

### **2. Apologies for absence** – none received

### **3. Minutes and matters arising of 23<sup>rd</sup> September 2014 meeting**

- a) Minutes accepted
- b) Y11/13 prom photo costs: no PTA funding required
- c) School auditor – Cary has tried telephoning and emailing. No reply,  
**Action Cary** to try again.
- d) Food & drink, quiz events actions all done
- e) Cary believed that Jane Evans did get message to use [easyfundraising.org.uk](http://easyfundraising.org.uk) (incorrectly called [easyfundraising.org](http://easyfundraising.org) in last minutes)

Action at last meeting not included in top-level summary: creation of a two-sided leaflet to send out with school reports. It is believed that Liz Wood took the information, but no leaflet has been produced yet.

**Action:** Jo to email Liz Wood about what to do next for creating & printing a leaflet advertising [easyfundraising.org.uk](http://easyfundraising.org.uk) to distribute with reports.

We could also distribute these leaflets at parents' evenings eg: Y13 parents evening on Thursday 27<sup>th</sup> November

**Action Cary** to attend Y13 parents evening & create a rota asking for volunteers at future school events.

School is preparing a newsletter (actually two for two different audiences): we should get a paragraph on [easyfundraising.org.uk](http://easyfundraising.org.uk) to go into the newsletter aimed at parents.

**Action:** Jo to email David Price Uden and Mr Mullins about including a paragraph about [easyfundraising.org.uk](http://easyfundraising.org.uk) in the newsletters.

#### 4. Report from Treasurer

£3451 available, with £107 due for PTA-UK in January 2015

Discussion: Expenditure requests for school equipment etc. must come from Senior Management team. Applies to Year 8 request for reward-funds in agenda item 7 for this meeting.

#### 5. Feedback on Quiz Night

- a) Need someone to do scoring next year
  - Possibly using automatic-answer equipment?
- b) Need more on-the-night help (bar1, bar2, door, QM, scorer: 7 minimum!)
- c) Need to market the Quiz night from May/June onwards, get it into new-intake literature.
- d) Teachers unaware of the event until the week beforehand – no advertising reached them.
- e) Posters: very limited due to fire regs – need a notice board
- f) Good level of questions, especially those from teachers, but disappointed that so few were submitted by teachers.
- g) General point here: need a more proactive in-school PTA link: eg:
  - Get PTA business onto departmental meeting agendas (Liz Wood the contact to get onto agendas)
  - Maintain PTA notices in staff room – later suggested by Mr Mullins that Janine could do this.
- h) 6<sup>th</sup> formers only appear to have sold tickets in school to other 6<sup>th</sup> formers.

#### 5. Planning ahead

##### 5.1 A pre-Christmas “quickie” event?

- a) Too late to organise
- b) **Action all:** Use the PTA-meeting attendees email list as a means of discussing proposals between meetings (The Frozen singalong suggestion was rejected by ctte officers, but maybe would have been better aired more widely)

## 5.2 Christmas concert 3<sup>rd</sup> December 2014

- Volunteers needed to help with refreshments provision?
- **Action Jo** to contact Karen Swales to liaise on numbers required etc.
- Question raised about food-hygiene restrictions on PTA assistance in kitchen

## 5.3 Ladies Night

- Suggest 6<sup>th</sup> March or 27<sup>th</sup> March 2015
- **Action Jo** to contact Liz Wood for calendar availability

## 5.4 Big walk / Treasure hunt in July

Request from teachers via Miss Weston to have a walking event less demanding than the 3 Peaks Walk, and for wider participation. Miss Wood suggests:

- Irwell trail – lots of sculptures over a 10-mile course. Have a picnic at the end.
  - (1) May need mini-bus/coach to return people to start of walk.
  - (2) Sponsorship for time taken/ number of clues collected or target sites reached (eg: photograph a mascot at each sculpture-site)
  - (3) May need to register event with local authorities.
- MIDAS training for minibus drivers / get a coach provider
- Glazebook trail as alternative
- **Action:** Miss Weston & Cary to develop proposal

## 5.5 Staff v students cricket match

- In costume – Jo indicated she had a contact in acting who may help.
- With BBQ
- **Action Matthew Connolly** to get a date and commitment from PE
- **Action: un-nominated** to send out an email to parents to see who wants to get involved
- Tennis suggested as an alternative.

## 5.6 Family photographs day(s)

Fiona has contacted a photographer who would do a full family-photograph session of 40 minutes. Can therefore only manage 12 families per day.: 2 days over a weekend.

Suggested dates: 7<sup>th</sup> Feb or 28<sup>th</sup> Feb.

- **Action: Fiona** to offer these date to photographer & inform Jo
- **Action: Jo** to send out an email inviting parents to apply

## 5.7 First-aid training

- As in previous years Red Cross will do a one-day event.
- Mr Mullins offered to pay – but condition will be for attendees to pay £10 in advance & have the money refunded when attend.
- **Action Jo** to set a date with Judith in Red Cross, then follow up with email request to parents

## 6. Communications review

It was felt this issue had been discussed adequately along with other business. See minuted items 3g and 5.1b: recommendations but no specific actions!

## 7. Year 8 request for reward-funds (replacing Y11/Y13 donations last year)

- see section 3, point b of these minutes

## 8. Support request from sixth form for drama musical production (Bugsy Malone)

- Support at all levels: drama coaching, finance for costumes etc.
- Action: None

## 9. AOB

A question was raised about improving PTA access to matched funding schemes: This is very much a matter for individual parents within the school who are aware of the match-funding schemes run by their own employers. The most we can do is remind parents to find out about these for themselves from their employers. Employers usually require that the employee is actively involved in a fund-raising event to qualify.

## **Document history**

- First draft: Cary O'Donnell 21<sup>st</sup> Nov 2014: shared with Chair & Secretary
- Second draft CO'D: 1<sup>st</sup> Dec 2014 : shared with PTA attendees list