

## **St Pauls Parent Council Meeting**

**10th October 2014**

**Present** - Jean Powell, Jen Caffrey, Ken Powell, Kirsty Popellier, Lina Bawios, Golda Bolonda, Curtis Booth, Gabor Olah, Amanda Williams, Deb Edwards, Mrs Taylor

**Apologies** - Donna

**Meetings** - Parents find it difficult to get to meetings. It was agreed that we make the meetings we can and stay in contact via email if we cannot make the meeting. We will have 1 meeting every half term and it was proposed that the last Friday of each half term would be a good date (although we may need to vary the times of meetings). The most popular time slot was Friday morning but some parents (Bina Mooker, Jane, Ken and Jean Powell) could not meet at that time had an informal discussion on Thursday. Points discussed on the Thursday have also been discussed today. One other issue arising concerning meetings is the space available in the school. There are no spare rooms. It was suggested that we could have meetings outside of the school grounds but no teachers would be able to attend. St Pauls Church may be a possible meeting place so long as they have been given notice. We agreed we should have 6 members present at each meeting (or 50% of council).

**Formalising Parent Council** - We are ready to take the next step forward and formalise the parent council. Jean is joining us up to PTA UK which will offer us support and advice as well as automatic liability insurance. This will cost £35 for the year and everyone agreed this was acceptable. The first stage will be assigning roles and writing a constitution. Jean will email a constitution to all members to read through and we will can bring our ideas to the next meeting. Jean was assigned the role of chair, Jennifer the role of secretary, and Lina the role of vice secretary (Note: Bina has volunteered to be a signatory and Jane the treasurer). There was confusion over what exactly is involved in the different roles. The council needs a chair, vice chair, secretary, vice secretary, treasurer, and vice treasurer. Four Signatories are also required before we can approach a bank to set up the parents council bank account. Jean will email the role descriptions to each member so we can have a better understanding of what is to be expected for each role. The final role positions will be decided at the next meeting. We are also going to apply for charity status which will open up more funding options for us. This will take approximately 6 weeks after the council has been formalised.

**School fair dates** - Dates agreed and booked into school calendar: Christmas 11th December 2014, Easter 31st March 2015, and Summer 7th July 2014.

**DBS** - (former CRB) All members present agreed to be DBS checked so we can work in the school and Jean agreed to request forms from the office.

**Visibility of heads of school** - It was felt that the school community is not engaged and we need strong aims in our constitution. It was suggested that raising the

visibility of the heads of the school would help to improve the sense of community. It was proposed that the head or deputy head be present to greet parents and students at the start or end of the day. This is very difficult to achieve in such an unpredictable environment but Mrs Taylor is willing to make every effort to be available for this. It was suggested that after school may be an easier time.

**Raising the Parent Council profile** - We have been given the key to the notice board on the side of the hall wall at the front of the school. Jean will get a spare key cut. It was suggested that we could ask Mrs Thomas and Mrs Cullen to put copies of the posters/ notices for the board on the windows of reception and nursery so all parents will have a chance to see the notices. This notice board may also be a platform for raising the awareness of school events such as the swimming gala and the football team.

**Enriching children's school life** - One of our aims is to enrich the students school experience. It was proposed that we have sessions in which a small group of us meet groups of children during school time to find out what they really want from their school. Debs suggested taking focus groups from years 1-6 to give us a cross section of the students at the school. We could engage them with activities or just get feedback. The children have lots of ideas of their own. More discussion is required. A desire to volunteer in classes was also expressed.

**Personalised mugs/ cards** - It was suggested that we use a professional mug/card making company to produce products to sell at Christmas. The children would design their own cards and mugs and the company would print them. It was agreed that this was a good idea. Jean will bring more information to the next meeting. We also discussed the children making their own mugs in school and selling them at the Christmas fair. It was thought that the children would really enjoy this. We will look at both options at the next meeting with the possibility of doing both.

**Text update** - each child can have up to 2 phone numbers added to the text alerts list. Numbers should be given to the office to be updated.

**Any other business** -

**McMillan Coffee afternoon** - date agreed and booked as the 21st October. The school hall will be available for setting up from 2.30pm. 50% of taking will go to McMillan. Kirsty will purchase cups with lids, tea, coffee. and sugar (from costco). We can use tables and chairs from classrooms. A 2nd hand book stall was suggested. Donations can be asked for and a book table set up. Books can be sold for 20p for small, and 50p for large. Everyone agreed this was an excellent idea. Jean will write a letter asking for donations from the 17th October (school space limited for storage). Curtis has agreed to bake (and will also make a Christmas cake and mince pies at Christmas).

**Receipts** - A reminder that receipts for items bought for the school/ parents council should be brought to the school office.

**Staging** - This needs to be bought asap and definitely before Christmas. (Donna has said she will bring the details into school.)

**Children's newsletter** - It was proposed that the students have their own school newsletter in which they could write about events important to them. It was agreed that this would be beneficial to all.

**The date of the next meeting has been agreed as 7th November (1st Friday back after half term).**