

*Monday 6th August, Treasurer’s home* | *Meeting called to order by* Kelli Wolfe

# In Attendance

Naomi De Souza, Marcia Harris, Fi Macnab, Liz Royce-Rogers and Kelli Wolfe

# Apologies

All members of the committee were in attendance

# Approval of previous meeting minutes

Minutes were approved.

# Actions/Matters arising from previous meeting

* KW will email ED to try and arrange a meeting with him and LB in the first or second week of term.
* Try and arrange to speak at a staff meeting to outline the 90:90 plan and the process for staff looking for funding from the PTA.
* NDS will work on a letter for the Y6 parents/carers to outline the ethos behind the Y6 stalls at the Winter and Summer Fairs and that the Y6 pupils can decide on the how any revenue generated from the stalls (after costs) should be spent.
* Y6 Letter will also outline the procedure for funding and organization of the Prom/Y6 Disco.
* Look at alternating monthly PTA meetings between a Saturday morning and Wednesday evening. Saturday morning meetings would be at the school at 10 am and for the Wednesday evening meetings alternate venues such as the Signor Ciccio or the Polish Restaurant in Streatham Vale at 7.30pm were discussed.
* Agreed that we would circulate a Newsletter once a term. The first Newsletter will be in print and we will aim to deploy in the first week of the first term. All other Newsletters will be circulated via ParentMail. We can also add to the Granton PTA FB site and the relevant FB Year groups to ensure as wide a distribution as possible.
* LRR circulated a draft Newsletter for review. LRR confirmed that she would be happy to produce the PTA Newsletter going forward. It was agreed that we should ask for a PTA page to be included in all newsletters circulated by the school.
* Agreed that we need to communicate what the PTA are doing and how we are spending this money. Include a summary in each newsletter.
* FM asked that a line be included on the newsletter stating that we will only use individuals contact details for the reason stated and that we do not retain personal information (GDPR).

# Treasurer’s Report

* The shed is due to arrive on Friday 10th September with installation scheduled for Monday 13th September.
* LRR noted that the 31st August was the date for the Charity Commissions annual filing

# New Business

* Agreed the dates for the first couple of PTA meetings

Wednesday 19th September at 19.30 – Venue TBC

Saturday 13th October at 10.00 – Venue School

* Discussed how best to recruit volunteers throughout the year. Can we get a group to take charge of an activity such as the Cake/School Uniform sales? The group would have a point person on the PTA committee that they could work with as required.

# Upcoming Events

**Pub Quiz**

* Will be held on Thursday 11th October at 8pm. KW will ask NG if she could speak to the manager of The Railway to see what can be arranged.

**Cake Sale**

* Will be held on Friday 19th October at 3.15pm

**School Uniform Sale**

* FM will take the lead on the School Uniform sales.
* It was agreed that due to resourcing that selling online was not an option now but that in addition to having stalls at the Summer and Winter Fairs that we would have an additional 2 sales throughout the academic year.
* The first sale will be held on the Wednesday 19th September. The second sale will be held on Wednesday 3rd April.

**Winter Fair**

* Will be held on the 2th November from 1-4pm
* NG has agreed to look after the estate agent boards and to be the volunteer coordinator
* AL has agreed to do all the shopping for supplies
* LRR will look after the external stalls
* NDS will look after the Y6 stall
* MH will look after the sponsorships
* KW/LRR will look after Silent Auction
* FM will look after PTA stalls
* KW will look after Entertainment and contracted services
* KW will collate the programme
* LRR will be responsible for the floats
* We will try and recruit volunteers earlier in the year by laying out what the plans are/stalls available and asking for support. Suggesting that groups of friends or parent/carers in a year group take responsibility for an activity

**Winter Disco**

* FM will take the lead on organizing the Disco.
* Scheduled for Friday 7th December from 6.30-8pm.
* Would be good to get a Granton PTA Stamp for the Disco to stamp hands on entry.

**Letter to Santa**

* Due to lack of resources we will not offer this service in 2018. However, we will provide 2 templates in the 2nd term Newsletter that can be customized by parents/carers for their children. FM will ask CS to update the letters from 2017.

# Other Key dates - 2019

**Valentine Cake Sale**

Will take place on Friday 15th February

**School Uniform Sale**

Will take place on Wednesday 3rd April

**Spring Cake Sale**

Will take place on Friday 12th April

**May Cake Sale**

Will take place on Friday 24th May

**Summer Fair 2019**

Will take place on Saturday 29th June

**Family Camp Out 2019**

Will take place on Saturday 20th July. KW has already booked the venue and noted that Dunraven may be having their camp out on the same date/location.

**AGM**

Wednesday 10th July at 6.30pm in the School Hall

# Any Other Business

* Discussion around inclusivity and how we could encourage more people to be involved with the PTA. All shared feedback that had been received.
* Raise with ED and LB at meeting in September and ask for their suggestions
* LRR shared the New parent/carer welcome pack that we can make available to all those starting Granton in Sept 2018.

# Date of next meeting

The next meeting will take place on Wednesday 19th September at 19.30 – Venue TBC