**St Catherine’s Association Meeting – 9th March 2016**

**Attendees**

Rita; Vera, Catherine, B, Nicola,

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| **Agenda Item** |
| **Constitution*** Miss Kane will review amended constitution.
* It will be sent to her by COB 11/03/16.
* Call Special General Meeting (13/04/16) in order for new constitution to be ratified. Need to give 21 days notice.
* Deadline for sending out notice 22/03/16. Send on Friday before 18/03/16.
* Send email to Mrs Lee as soon as Miss Kane agrees the new constitution. Ask Mrs Lee to forward to governers and staff.

**Changes that have been made to the constitution:*** The power has been abridged to match the organizational structure. The position of ‘president’ has been removed.
* All reference to the association being a charity has been removed. There is no plan to apply for charitable status.
* The role of the executive committee has been clarified.
* Membership has been simplified.
* Meeting procedures have been reviewed.
* Reference to the Senior Leadership Meeting has been added. It will be decided whether these meetings will be minuted.
* Imran has been asked to clarify how many people have to be present at the Special General Meeting in order for the constitution to be ratified.
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| **Agenda Item** |
| **Minute Book*** Secretary role to be reviewed by Catherine by 08/04/16
* Additional signatory required. Currently Rita & Vera are signatories.
* It was agreed that Nicola (Vice Treasurer) will be the additional signatory. Vera to action this.
* In the future the committee at the AGM will decide who the signatories will be.
* Communication
* Currently very little correspondence comes into the PTA email account it is anticipated that this will increase.
* A monthly rota for checking the email account will be initiated.
* Rita to email password and rota.
* Rita to add email addresses to contacts on webpage.
* The person on the rota to the check the emails needs to gauge how often this is required.
* Committee class reps are to be added to the minute book. Regular event helpers are not to be added to the minute book.
* Everyone named in the minute book is to sign a declaration to act in line with the specified roles and responsibilities.
* The minute book is to be kept in the school possibly with Mrs Lee.
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| **What Minutes will be added to the Website?*** AGM & Special General Meeting minutes should be added.
* Senior Leadership minutes should not always be added.
* Adding minutes will ensure that everyone has the opportunity to find out what is happening.
* Add a column to the side of the minutes ‘Webpage/ Not Webpage’
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| **Agenda Item** |
| **Website:*** Positive feedback has been received from Ms Kane regarding the new PTA webpage.
* Miss Kane suggested running a PPD focusing on the webpage.
	+ A parentmail will be sent out about the PPD & the constitution
	+ B will do a live demo of the website at the PPD on 13/04/16.
* Miss Kane is happy for us to set up a paypal account.
* Miss Kane is happy for links to the School Lottery and Yellow Moon to be included on the webpage.
	+ The School Lottery is a similar idea to a ‘100 club’. There are no overheads, no admin and it is easy to run. Rita will set up an account on the school lottery website.
	+ Yellowmoon gives 10% money back on anything parents/ carers order if they reference to school code in the order.
* The website has a 30 day free trial. We are in this free trial period at the moment. The cost for the website is £99 per year. This needs to be paid now. Vera has set up a paypal. B will check and pay for the website.
* A sponsor needs to be requested. A link will be put on the website.
* School Uniform is to be removed from the website.
* Further changes can be made once we’ve paid.
* Rita and Vera currently have admin access. B will add admin access for everyone else from the committee.
* Events will be assigned to specific people on the website.
* The News section of the website will be updated once a week. Whoever is on the email rota has the responsibility to update the news section of the website.
	+ News section to be updated on a Monday or Wednesday.
* The school will set up a Twitter Account for the Association. We need to make sure that the Association email address is used.
* Class reps will be asked to join the Association website.
* Catherine to meet up with B on 16th to find out about updating the News Feed and checking emails.
* Do we want an alumni section on the website?
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| **Sponsors:*** Jason Tre runs James Alexander Estate Agents. He will promote all events at his estate agents.
* He will give donations for raffle prizes. He has spoken to WFC and can donate a signed shirt for the quiz night.
* Jason will be given the option of sponsoring the whole website.
* Miss Kane would like a banner for the Summer Fayre.
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| **Summer Fayre:*** Once Upon a Bus – (£665.28) This has been paid in full.
	+ The owner has suggested an Alice In Wonderland theme for the bus.
	+ We have decided not to go ahead with this due to costs
	+ Tickets will be charged at £4 per session
	+ Where the bus will park was discussed. The staff car park appeared to be the most sensible place.
	+ We will run a total of 210 sessions over the 3 hours (2 sessions an hour, 35 people max)
* Adeline and Eddie will not be able to run the BBQ at the Summer Fayre. Alternative arrangements need to be made.
* A letter will be sent to the teachers about class stalls.
* It was discussed whether to sell tea towels with self-portraits of the children on. We need a lead on this
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| **Disco:*** Fliers to be sent out before the Easter holidays.
* Send a parentmail week commencing 11/04/16.
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| **Quiz:*** Date of quiz 20/05/16.
* Tickets will cost £8 and book bag drops to be arrange prior to the Easter break
* It was agreed that food will not be sold. The PTA will run a bar.
* Rita will send the details via an email.
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