**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. |
| **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? |
| **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 |
| **Disco:**   * Fliers to be sent out before the Easter holidays. * Send a parentmail week commencing 11/04/16. |
| **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. |