



Astrea Castle Academy PTA Minutes

PTA Meeting - 14.11.18

Attendees

Lyndsey Cope (LC) – Chair – Committee
Kerry Smith (KS) – Committee
Michelle Duffty (MD) - Committee
Marie Bond (MB) - Committee
Kate Wilkinson (KW)
Claire Blagden (CB)
Rachel Goodyear (RG)
Sharon West (SW)
Racheal Bradley (RB)
Laura Underwood (LU)

Apologies:

Ann-Marie Mason (AMM)
Steve Trafford (SS)
Hannah Trafford (SSt)
Vicky Dunkley (VD)
Donna Ripley (DR)
Sheryl Nixon (SN)
Samantha Scott (SSc)
Jo Evans (JE)

1. Welcoming and introduction of new members – a number of new staff members have attended this evening's meeting in order to volunteer support and roles for the upcoming Christmas events. Mrs West welcomed the invitation that was extended via parentmail/newsletters.
2. Review of the PTA - purpose, aims, roles and responsibilities of the PTA and its members – Agenda Item Requested from last meeting

Request was received on 13.11.18 to add this item to the agenda for December – As the AGM is due to take place in December. It was discussed if this agenda item should be postponed until the next meeting. It was agreed that this item should remain on the agenda tonight so that we can be clear of the above, before all members are given the opportunity to put themselves forward or be nominated for committee roles at the AGM, for the forthcoming term.

Purpose of the PTA – LC provided handouts from the Parentkind website relating to the aims and purpose of the PTA. A number of examples were also reviewed from other existing PTA websites. All committee and members shared their views on the purpose and aims of the PTA.



CASTLE ACADEMY

Astrea Academy Trust

INSPIRING BEYOND MEASURE

The current purpose of the Astrea Castle Academy PTA is set out in the constitution as follows:

The **object** of the **association** (the **objects**) is to advance the education of pupils in the school in particular by:

2.1 Developing effective relationships between the staff, parents and others associated with the school

2.2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

It was proposed that the purpose and aims of the PTA should be updated in order to reflect the combined views of the PTA members. A proposed redraft was completed to be shared and reviewed at the AGM – allowing 21 days' notice of the proposed amendments.

Roles and responsibilities – LC read the Parentkind Roles and these were discussed by all members. It was agreed that these remained appropriate and that we would continue to adopt these.

3. Communication

Discussed communication methods for PTA – Agreed the proposal made via Email that Email is not the most appropriate method of communication. It was agreed that communications made in this way can lead to misunderstandings of the intention or tone. Furthermore, email communications may be made at inappropriate times. It was agreed that the preferred method of communication is verbal, face to face at PTA meetings. It was agreed that all future communication should take place at the PTA meetings. It was agreed that notifications and PTA news would be communicated on the school website, newsletter and through the Parentpay App.

4. In order to avoid requests being made through the school office, it was agreed that an agenda request pro-forma would be created and made available on the school website, so that any members can request agenda items be added for discussion at meetings. Agenda requests must be submitted at least 24 hours before a PTA meeting. These can then be handed in to the school office or sent electronically to admin@astreacastle.org

5. It was agreed that we would continue to use the Disbursement of Funds requests forms. These must be completed by the person/group requesting the funds and submitted with supporting evidence at least 24 hours before a PTA meeting. These will be made available on the school website and can then be handed in to the school office or sent electronically to admin@astreacastle.org

6. Petty Cash - Agenda Item arising from last meeting

It was agreed at the PTA meeting 18.09.18. that 25% of the PTA funds would be allocated to the school for 'Petty Cash'. This has not yet been provided. The petty cash amount is required in cash format to enable reimbursement and allocation of funds for events and activities such as baking/golden time/play-doh etc. A request will be made to the treasurer to release these funds to the school.

It was agreed at the last meeting that there would be an automatic top of Petty Cash funds, whenever the balance was below 15%. It was proposed that an alternative to continuing to



transfer 15% each time 10% of the budget was spent, would be to allocate 25% of funds raised to the Petty Cash budget, each time a fund raising event was completed. It was agreed that this method would be adopted.

7. LC provided handouts detailing a full breakdown of all monies raised and spent/ allocated to date. LC provided a copy of the PTA account statement provided by SS treasurer. All members were in agreement that the fundraising events to date have been very successful and well attended.

It was agreed that the allocation of funds to date have been in accordance with the purpose of the Astrea Castle Academy PTA as set out in the Constitution, section 2.2 *Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.*

8. Parent Voice – A parentmail was distributed to all families in addition to the weekly newsletter, informing of the PTA meeting and inviting agenda requests. Mrs West has attended this evenings meeting in response to this. Feedback provided from the families in response to the Parents evening refreshments has been very positive.

9. Upcoming events

Christmas Fayre - a proposed date of 5th December was discussed at the meeting 18.09.18

This will need to be confirmed asap. CB to confirm with AMM

Proposed Stalls and fundraising ideas generated.

A Christmas Fayre volunteer group will be created once dates are confirmed.

10. AOB:

Laura Milner has resigned by written notice. The PTA wishes to thank Mrs Milner for all of her hard work and support of the school and PTA.

The AGM will be held on the 12.12.18 at 5pm

Committee members shall be elected at the **AGM** and shall hold office until the next **AGM**.

Nominations for election to the committee may be made by any **member** of the **association** and seconded by another. Such nominations must have the consent of the nominee.

Nominations should be made in writing to the **Chair** at any time until the election process has been completed. If no nominations or an insufficient number are received before the

AGM, any members present may nominate a person, with their consent, and that person may be appointed by a majority vote of those present.

Meeting closed.