

# THE WINSTON CHURCHILL SCHOOL PTA

## MINUTES OF MEETING HELD

10<sup>TH</sup> SEPTEMBER 2015

### PRESENT

Ben Hillman

Julia Wigram

Sue Billingham

Zoe Johnson-Walker

Jane Ware

Therese James

Sally Forsgate

Sarah Proudlock

Martin Buocik

### APOLOGIES

Jacqui Thorpe

Debbie Knox

Marica Carleschi

Jo Brockwell

Kate

- 
- Ben welcome everyone to the meeting and acknowledged that last years transition from the old committee was lacking in organisation and structure. There is a need to improve communication and allocate roles specifically to individuals. Julia added that minutes must be sent out promptly after meetings with jobs allocated, and followed up on at the next meeting.

**ACTION – BEN, SUE, MARTIN**

- 
- The website was discussed. Martin is currently helping to create a new website. He is happy to upload to the current website as long as content is sent to him, to ensure the correct English and grammar. It was agreed that photos should be posted showing recent work carried out using PTA funds. Sue and Martin agreed to meet to work on wording for new website.

#### ACTION – SUE/MARTIN

---

- Ben requested that the PTA be allocated with dedicated email addresses via the school wpsc.org.uk email account, for chair, treasurer and secretary. Zoe agreed to speak to school tech department to organise.

#### ACTION – BEN/ZOE

---

- Car Boot Sale – 1<sup>st</sup> Sunday of every month October through to March was agreed. Advertising to carry on as usual, Sue to organise. Flyers sent to parents via school email to be condensed and not sent as attachment so parents can read without having to open. Ben to email helpers to organise set up/clear away. Year 10/11 head to be emailed by Zoe asking for student volunteers. Refreshments to be organised by Jane/Julia as before. Ben will talk to Kate about taking over bookings this year.

#### ACTION – BEN/ZOE/JANE/JULIA/SUE/KATE

---

- Fundraising ideas – second hand clothes sale. Ben suggested a collection point at school near office. Zoe said she would talk to office staff to ask for help and also ascertain what system will work best for them. Therese/Sally agreed to take charge of sorting and organising the uniform. Once we have donations we can then look at selling via boot sale, open/parents evenings. Martin will then publicise on website and school will email parents.

#### ACTION – ZOE/THERESE/SALLY/MARTIN

---

- PTA cupboard needs sorting as we have very little storage as present. Space is apparently being freed up under the stage that we may be able to use.

#### ACTION – BEN/ZOE

---

- Funding requests – Julia has issued a cheque to PE department for £411 for awards evening.
- Hall has been refurbished and curtains about to be replaced.
- Classrooms updated over the summer
- There is currently £20000 in PTA bank account. It was agreed by committee that £15000 will be released to school.

- Gift Aid – Julia is concerned that we are not utilising gift aid. Tucasi does not have link to gift aid if anyone donates to PTA. Also easy fundraising, gift aid not always ticked. It needs to be promoted more to maximise any donations. Julia is in receipt of gift aid forms completed by new year 7 parents. Sarah and Julia will compose email thanking them and also referring them to Tucasi if they haven't already made a donation.
- Julia/Sarah will also compose another email to all parents pushing for Tucasi donations, from PTA rather than school point of view.
- Sarah asked that the year 6 introduction pack is more assertive in asking for parents to make a donation, wording it to imply expectation. Again to come from PTA POV, so that parents are aware of implications of losing pta contributions to school.

#### ACTION – JULIA/SARAH

---

- Year 7 new parents information evening on 24<sup>th</sup> September – Jane, Sue, Sally agreed to help with refreshments.

#### ACTION – SUE/JANE/SALLY

---

- AGM was agreed for 22<sup>nd</sup> October. Julia agreed to organise cheese/wine. Date to be published asap.

#### ACTION – JULIA/SUE

---

- Quiz Night – 20<sup>th</sup> November agreed. Will be discussed after AGM meeting. Sue/Martin will put on website. Email to go out via parentmail. Ben to email Kate to ask for help producing tickets/flyers. Would be good to take flyers to year 7 mtg 24<sup>th</sup> September to publicise.

#### ACTION – ALL/SUE/MARTIN/BEN

---

#### NEXT MEETINGS DATES –

AGM 22<sup>ND</sup> OCTOBER 730PM STAFF ROOM

PTA MEETING 26<sup>TH</sup> NOVEMBER 730PM STAFF ROOM

PTA MEETING 28<sup>TH</sup> JANUARY 730PM STAFF ROOM

---