

# **Chesterton Community College Parent Teacher Association**

## **Minutes of the meeting**

**held on 8 November 2011 in the Resources Centre**

### **In attendance:**

Pat Dalby (PD), Renata Dallaway (RD) (Secretary), Eliane Hamaia, Eileen Hori, Kath Hutchinson (KH), Naomi Needs, Stella Perkins (SP) (Chair), Melissa Plowden Roberts (MPR) (Treasurer), Rolf Purvis (RP) (Deputy Head), Sarah Reakes (SR) (Vice Chair), Shally Shefer (SS), Emily Taylor, Tamsin Wimhurst

### **1. Welcome and introductions**

Stella Perkins, as Chair, welcomed everyone to the meeting.

### **2. Apologies**

Clare Cloughton, John Phillips.

### **3. Finance Report**

Melissa Plowden Roberts circulated the Financial Report and noted that the accounts were currently with the accountant for approval. They would then be lodged with the Charity Commission and filed on the website.

*Action:*

- *MPR.*

### **4. Prize Draw, monthly donations and promotion of other PTA activities**

Melissa noted that monthly income was currently low due to those a drop in prize draw and donations as students left the school at the end of year 11.

It was pointed out that no new parents had signed up for the prize draw. It was acknowledged that information about the draw had gone out to Year 6 parents with all the other school information in the summer term and had probably been missed or mislaid amongst all the more urgent paperwork.

It was suggested that information on the Prize Draw should go out to new Year 7 students after they arrived at school and had a chance to settle in to avoid it being lost.

It was agreed that the PTA should set up a more prominent stall at the year 7 'Meet the Tutor' evening (where they were already providing teas, and which was less hectic than usual parents' evenings), and the draw should be strongly promoted at that.

It was acknowledged that many parents were not really aware of the draw even if their children had been at Chesterton for some years and that it had not been strongly promoted for some time.

Pat suggested producing a regular (eg twice a year) PTA newsletter and this was warmly welcomed.

*Action:*

- *SP to organise PTA stall at Year 7 Tutor evening in 2012.*
- *RP to look into circulating information on Prize Draw early in Year 7 rather than late in Year 6.*
- *SP to accept Steve Erickson's offer to approach Sam Goodall, the newly appointed Fundraiser, for help in promoting the Prize Draw and monthly donations.*
- *SP to ask Sam Goodall and Tracy Roden to attend next PTA meeting on behalf of the Senior Management Team to discuss these issues further.*
- *KH to enable RD to update website directly rather than through the school, and to make the PTA more prominent on the front page.*
- *RD to update website.*
- *MPR to notify RD of monthly draw winners for inclusion on website.*
- *MPR to organise next draw at Wine Tasting on 25 November to make parents more aware.*
- *RD to organise badges for PTA representatives eg at Parents' Evenings.*
- *SP to liaise with PD about an electronic PTA newsletter (sent out by Parentmail, in the body of the email rather than as an attachment) promoting the activities and opportunities within the PTA.*

## **5. Matters arising from the minutes of the AGM**

All covered by other agenda items.

## **6. Minibus**

Melissa noted that the minibus delivery date had slipped to end December and payment would be made on delivery. In the meantime £13,500 was held for this purpose in the PTA account. The exact funds would be transferred to the school account as soon as the final amount was known – a small amount was kept in hand in case extras such as a towbar or roofrack were needed.

## **7. Winetasting**

Stella confirmed this was set for Friday 25 November with Paul Bowes of Bacchanalia. It was noted that 25 people were needed for the event to go ahead and very few had responded so far. The cost was £10 a head, collected on the door but with places booked in advance, of

which £4 went to the school, plus 10% of any orders. SP urged everyone to promote this event urgently.

It was stressed that Paul had insisted that food (except water biscuits) should not be served during the tasting as it may clash with the wines. It was agreed that Melissa would provide cheese platters but that these would be kept out of sight until the end of the tasting.

Action:

- *RD to send out reminder and form again with summary of this meeting via Parentmail and via KH to staff.*
- *MPR to provide food and tablecloths.*
- *SR to promote Prize Draw at tasting.*
- *SR and SS to set up from 5pm and email the caretaker ([site@chesterton.cambs.sch.uk](mailto:site@chesterton.cambs.sch.uk)) with the number of tables and chairs needed.*
- *RD to help from 6pm.*
- *SP to organise pourers from those PTA members available.*

## **8. Requests from teachers**

The following requests from teachers were agreed:

- £100 for the Food Tech Dept (Chris Popple) for students on the Hospitality course to provide afternoon tea and entertainment for 30 elderly people from the nearby care home in December. This was welcomed as an opportunity to increase the College's involvement with the community.
- £300 for the Food Tech Dept (Chris Popple) to replace aluminium saucepans.
- £500 for Chesterton's Got Talent (Donna Young) to dress the Farnsworth Hall (previously this event has been held off-site). These decorations would be reusable for future events.
- £? For the Maths Department (Neil Kelly) for the UK Maths Challenge – the PTA will make up the shortfall from student donations to cover the cost of entering this.
- £300 for year 6 (Julie Godfrey) for t-shirts for the year 6 Athletic Induction day.
- £100 for the Textiles Dept (Kate Williams) for fabric to dress tables for the annual GCSE show and a further £100 for a tailor's dummy.
- £29.98 for the Latin Dept (Gill Mead) for 2 gladiator helmets for an interschools competition.
- £130 for Maths Department (Ewan Chamberlain) for biscuits and flask for hot drinks for Maths revision classes after school.

- £500 for EAL Dept (Sarah Adams) to purchase dictionaries, comics and books in the first languages of some of the College's 250 students for which English was not a first language, to encourage some of the weakest and most challenging students as well as providing resources for gifted linguists.
- £300 for Enrichment (Kath Hutchinson) as the PTA's contribution to a day in March 2012 involving police, magistrates, police officers and prisoners explaining to students what would happen if they made the wrong choices. This was being funded by a generous grant from the Radley Trust for three years, with a possibility of extension, but a donation from the PTA would prove the College's commitment to the idea and free up funds for further curriculum resources to support the day. This was warmly welcomed. Kath also noted that she would be asking a PTA member to act as Independent Evaluator on the day and would send more details.

*Action:*

- *SP, MPR, KH.*

The following were requests were discussed and it was agreed that the PTA should ask for more detailed information:

- £280 for the English Dept (Alison Bigglestone) for a group of Year 7 pupils, the Chesterton Checkers, to take part in the judging process for the Kate Greenaway and CLIP Carnegie Book awards – more information needed on how many students will be involved and if this is open to all.
- £500 from PE Dept (Carl Humphries) for whole school countdown to Olympics, drawing in students of all abilities and interests into the Olympic values with the aim of increasing physical activity – more information needed on how the money would be spent as this was significantly over the usual maximum amount.

*Action:*

- *SP.*

It was agreed that Ewan Chamberlain's request for a video camera for the Maths Dept should not be fulfilled as Kath Hutchinson confirmed that he could borrow one from Humanities on long term loan.

*Action:*

- *SP, KH.*

It was acknowledged that some departments were again asking for more than the maximum of £300 and that the fund was now meeting important requests for things outside the initial remit of 'events that would not otherwise happen'. Rolf noted that this was often understandable and EAL, for example, was a particularly underfunded department supporting some very needy students, but suggested that a template for requests be set up to clarify what the PTA wanted to know and what it felt able to provide. It should be noted that larger

requests were sometimes possible but that a detailed description of how the money would be spent would help the PTA make a decision.

*Action:*

- *SP to ask all staff whose requests were agreed to provide brief (one or two sentence) feedback for the PTA which could be included in a newsletter or go on the website.*
- *SP to include in a future meeting agenda discussion and agreement on criteria and detail needed for teacher requests, eg how many students will it benefit, what will happen in future to equipment purchased, with the aim of clarifying the criteria and producing a template for future years to aid staff in their requests.*
- *SP to point out to staff that there will only be one request fund during 2011/12.*

### **9. Future Events and activities**

It was agreed that the Quiz Night should take place in March and an International Evening (hopefully involving the ESOL group and promoting the College's broad range of nationalities) should take place in the summer term.

*Action:*

- *RD to find out when Farnsworth Hall is free in March for Quiz Night.*
- *SP to include quiz night planning in next meeting agenda.*

Shally pointed out that using Easyfundraising could provide commission for the PTA for very little effort. It was noted that previous discussions about the Giving Machine had not been followed up and that Shally should discuss this with Tracy Roden.

*Action:*

- *SS to talk to Tracy Roden about Easyfundraising.*

### **10. Presentation by Rolf Purvis, Deputy Head**

Rolf explained the new College initiative aiming to remove disruptive behaviour at break and lunchtimes.

Rolf noted that attendance, punctuality and behaviour during lessons were much improved.

Some parents noted incidences of disruptive behaviour during PE lessons which RP will look into.

*Action:*

- *RP.*

Rolf encouraged PTA members to send ideas on improving road safety and safe cycling to Becky Pointon as the College planned an enrichment day on this issue.

*Action:*

- *All.*

### **11. Any other business**

Renata asked if the Parents Forum dates could be scheduled as far as possible from the PTA dates as they drew on a similar group of people. Rolf recommended that PTA meeting and event dates for the year were decided in advance and included in the whole school calendar.

It was agreed that the PTA email needed to be redirected and Kath could help with this process.

It was noted that Tamsin had visited the ESOL cafe funded by a previous staff request and given a short talk.

*Action:*

- *SP and RD to agree dates for meetings for the year and send these to Liz McDonald for inclusion in the school calendar.*
- *Senior Management to plan Parents Forum dates with PTA dates in mind.*
- *KH to find out the PTA password to allow access to [pta@chesterton.cambs.sch.uk](mailto:pta@chesterton.cambs.sch.uk) so this can be redirected from Tamsin to Stella and Renata.*

### **12. Date of next meeting**

Tuesday 25 January (NB change from date originally suggested of 17 January) 7.30pm.

*Action:*

- *RD to ensure room booked and send out reminder to parents and staff via Parentmail and by individual email to previous attendees.*
- *KH to ensure staff know.*