

Joseph Norton Academy

PTA Meeting

10.02.17

Agenda Item	Discussed	Action
1. Introduction & Apologies	<p>Present: Kate Gaunt - Pastoral Manager (KG) Ruth Radcliffe – Finance Manager (RR) Cath Thompson – Parent (CT) Joy Lane – Community Link and volunteer (JL)</p> <p>Apologies: Jan Jones - School Governor Sarah Abdusslaam – Parent</p>	
2. Friends of Joseph Norton PTA (Parent Teacher Association); committee members; constitution; charity status	<p>KG – read out the document PTA-UK, which explained what a Constitution is and how the document can support JNA in starting up the PTA. It was voted and agreed by all present to adopt this as the format of the PTA at Joseph Norton Academy.</p> <p>Committee members voted and agreed:</p> <ul style="list-style-type: none"> ➤ Chair – JJ ➤ Treasurer – RR ➤ Secretary – JL <p>KG would like to encourage more parents to join the PTA and this will be advertised at any future events (see agenda items 3 & 4)</p> <p>Discussion around registering as a charity and the need to open a bank account for any funds raised. As a charity there will be specific opportunity to apply for grants and funding which are separate from school funding and money can be spent on specific items identified by parents, pupils and staff.</p>	<p>KG – will print copies of the Constitution for members to sign at the next meeting.</p> <p>RR – to open a new bank account specifically for the PTA that will need two signatories.</p>
3. Commitment – frequency of meetings; roles and responsibilities; ideas	<p>Discussion around frequency of meetings and whether more meetings would be needed around events to ensure planning is effective. It was agreed that there would be 3 meetings per year (one per term). They would be scheduled into the school diary and then any other event planning meetings would be arranged as and when.</p> <p>KG would like to encourage parents to offer as much or as little support as they can to the PTA. She would like parents to have a say in what events to have even if they cannot attend the meetings. Discussion around using a questionnaire to find out parents' ideas and suggestions.</p> <p>KG also suggested that other members of staff may be interested in joining the PTA either on a regular basis or when an event is</p>	<p>KG – to create a questionnaire for parents</p>

	<p>being planned.</p> <p>Ideas –</p> <p>JL suggested that local business could be approached for support with raffle prizes or other practical support. E.g. there is a local group called Made In Clayton West and a recent meeting of this group had discussed how to get more involved with young people in the area. A local artist had expressed a wish to approach JNA to deliver a creativity workshop with young people. Also, there is a local church magazine that JNA could advertise their events in if they wanted the community to attend.</p> <p>RR suggested having a coffee morning for parents to find out about the new PTA and also for parents to give their ideas. Discussed the use of the questionnaire again as an opportunity for parents to have a voice. Agreed for the group to hold the coffee stalls at the upcoming events.</p> <p>RR suggested a cooked lunch for parents who want to find out more about the PTA and this will link with the new venture with pupils cooking lunch in school.</p> <p>Further discussion around how to encourage parents to respond to requests to become involved with things like the anti-bullying policy in school. CT suggested the Annual Reviews/parent evenings are opportunities when parents may already be in school and the PTA could be highlighted on a face to face basis and parents encouraged to share their ideas. Meetings do not necessarily need to be in school, alternative venues could be the Children's Centre, library or even a coffee shop. Parents could be emailed the agenda and minutes and have opportunity to add their suggestions for agenda items.</p> <p>It was agreed that the Christmas coffee morning went very well with a good turnout of parents (21) and the feedback was very positive. Also last years' BBQ went very well and so these two events will be repeated this year. The BBQ will be on 21st July.</p> <p>There will be a farm Open Day on 1st April for families, local business and local community. It was suggested that a PTA display should be at this event. JL offered the loan of a gazebo if outdoors.</p>	<p>KG to speak to staff</p> <p>JL – to approach local business for support with raffle and tombola prizes for events</p> <p>JL to contact the artist at Made In Clayton West and pass KG details to then contact her.</p> <p>KG – discuss date for this with Head/Catering Manager</p> <p>KG – to take this point into consideration when creating the questionnaire.</p> <p>RR to explore getting parents email addresses</p> <p>KG, RR to organise refreshments, which will include bacon butties.</p>
4. Comic Relief 23rd March	<p>This event will run from 14:00 to 16:30 and stalls will be –</p> <ul style="list-style-type: none"> ➤ Roll a penny ➤ Penalty shootout ➤ Treasure map <p>PTA will have a display and the parent questionnaire will be ready for this event to give out and encourage parents to get involved. Also notice of the lunch for the next meeting. (see action KG). Staff will be asked to organise events in each class room in order to raise money for comic relief.</p>	<p>KG, RR to run coffee stand</p> <p>CT to be around to chat from parent's perspective</p>
5. Funding Opportunities	<p>RR has been given some funding information from Sarah about 5 possibilities to explore further.</p> <p>Discussion around asking parents, pupils and staff what funds are needed for. Again, this could be asked on the questionnaire.</p>	<p>RR to bring funding information to next meeting.</p> <p>KG – to include a question around ideas to spend funds on (e.g. trailer)</p>
6. AOB	PTA display to create	RR, JL

	Honley Show 10 th June – discussion around what the children could make to sell at the show like last year. CT suggested that if contact was made with the artist (item 3) then she could organise something with the children in school.	JL to contact the artist
7. Date, time and venue of next meeting	30 th June 2017 venue: JNA Agenda items: <ul style="list-style-type: none"> ➤ BBQ planning ➤ Constitution ➤ Grants/Funding ➤ Parent Questionnaire feedback 	