



Parent Teacher Association (PTA)

Meeting:	Parent Teacher Association (PTA) Meeting: Thursday 25th February 2016 7.00pm – 8.00pm: Lancot Drive, Dunstable, Bedford LU6 2AP
Attendees:	Teaching staff team: Sue Vickers (SV), Samantha McCook (SM) and Claire Probert (CP) Parents: Lisa Marie-Tinks Ellis (LMTE), Sian Rudgley-Ingram (SRI), Helen Deavall (HD), Alison Gittins Fry (AGF), Rowan Flitton (RF), Jo Dellar (JD) and Emma Reade (ER)

Agenda Item	Content Notes	Action Points
1. Welcome & Apologies	<ul style="list-style-type: none"> - Apologies received from Ms Powers (MP) and Jez Kirby (JK). - Noted 10 expressions of interest forms had been received from parents who couldn't attend. 	
3. Minutes of last meeting	<ul style="list-style-type: none"> - No minutes recorded as the session had been to gage interest and not enough people had come forward to form the PTA. 	
4. PTA Information and Guidance	<p>SV explained what was needed to form and relaunch the PTA. She shared the following documents.</p> <ul style="list-style-type: none"> • PTA-UK Model Constitution • PTA-UK PTA Committee Roles <p>Key Roles needed to be recruited: The following attendees gave consent to be nominated in advance of a General Meeting:</p> <ul style="list-style-type: none"> - Chair: Lisa Marie-Tinks Ellis Co-Chair Jez Kirby Both have; Lancot Committee knowledge and experience. LMTE started and manages the Lancot Parent Facebook Page and is an accredited Childcare Provider. JK manages the school football team, as well as his own business and dedicates time and resources to the school throughout the year. - Vice Chair: Helen Deavall Helen has managed Cygnets Parent and Toddler Group for 2 years and has gained recognition for the quality of service delivered. - Secretary: Rowan Flitton Co-Secretary Emma Reade Both have administration and management experience/qualifications. - Treasurer: Sian Rudgley-Ingram Sian has 12 years' experience working for a large bank and managing bank mandates. - Publicity Officer: Alison Gritten Fry Alison is currently actively involved in communicating information through the office <p>Recruitment and election process: General Meeting to be held 14th March to allow more than 21 days (from the first PTA meeting held Thursday 21st January 2016) for nominations for the above roles to be received in advance. Nominations may also be made at the meeting. All nominees must have given consent to be nominated and will be voted in by a majority show of hands.</p>	

	<p>Communication re: General Meeting via:</p> <ul style="list-style-type: none"> - LEN's Schools Newsletter - Lancot Facebook Page - Lancot Parents Facebook Page - Notice boards and posters on classroom doors - Letters in book bags - School to home emails 	
<p>5. Constitution</p>	<p>General discussion held and the following points were observed:</p> <ul style="list-style-type: none"> - All PTA'S should have a constitution /register their status - LMTE raised that having a PTA leaflet would be good for all parents/carers, especially new ones going forward, for example joining the nursery. - All agreed to adopt the PTA-UK Model Constitution and agreed with the Objectives: The objective of the PTA is to advance the education of Lancot pupils, in particular by: <ul style="list-style-type: none"> • Developing effective relationships between the staff, parents and others associated with the school • Engaging in activities or providing facilities or equipment that supports the school and advance the education of pupils. <p>PTA to achieve these objectives through fundraising events, where they will manage the finances and report back on them annually at the AGM.</p>	
<p>6. Annual General Meeting (AGM)</p>	<ul style="list-style-type: none"> - The association must hold a general meeting within 15 months of the date of the adoption of the constitution. - ER suggests delaying until April 2016 to ratify the constitution so that Annual General Meeting (AGM) can be held in July annually to tie in with the end of the academic year's achievements/celebrations and fundraisers i.e. summer fete. - First AGM will be July 2017 to reflect and report on the year 1st April 2016 – 31st March 2017. - ER to draft an AGM template that includes: <ul style="list-style-type: none"> - Accountable to members - Chairs report on successful year and how money was raised - Treasurers report on how it was spent - Thanks contributors and supporters - Share future plans and aspirations - Committee members either stand down or stand for re-election. 	
<p>10. AOB</p>	<ul style="list-style-type: none"> - HD shared that her sister is Jenny Ryan who is a British quizzer, best known as one of the five "Chasers" on the ITV game show The Chase. Discussion was had around her potentially becoming involved with some fundraising events and becoming a Patron. - CP share information on PTA members training courses (effective fundraising etc.) - ER to propose Agenda for 14th March 2016 General Meeting 	<p>HD to find out what JR would be interested in.</p> <p>CP to forward course details</p>
<p>NEXT SCHEDULED MEETING</p>	<p>Monday 14th March 7.30 – 8.30pm at Lancot School General Meeting to vote parents/carers into roles</p>	<p>All bring a friend!</p>