

## Parents, Teachers & Friends Association Meeting

Date	5th March, 2018
Time	7:30 - 9:00pm
Attendees	Annie Marcusson, Annabel Sampson, Steffi Cook, Chris Triplett, Charlotte Hendry, Julie Devars, Beck Ogilvie, Daniel Roszic-Csendes, David Roberts, Sue Dimitrijevic, Tim Byford (Part), Keely Siddiqui Charlick, Sophie Henderson, Adam Norsworthy, Reinhard Kowalski
Apologies	Verity McLellan, Barbara Bell, Kathy Ridges, Gloria de Luca, Debbie Grundmann, Dora Csendes

### Actions

Ref	Action	Owner(s)	Outlooked
1b	Provide a list of signs required at different points in the school so funding group can review vs. funds available.	Chris	April PTFA
1c	Apply for shrubs/trees from Woodland Trust in time for Fix It Day.	Keely	28th April
2a	Circulate a copy of the PTFA Charter as it is not currently on the school website.	Annabel	9th March
2a	Review the PTFA Charter and make proposals for improvements.	All	Sept PTFA
3b	Agree best way to acknowledge the purchases made by the PTFA to improve school life.	All	April PTFA
3d	Attend the School Council meeting to explain how the Funding Group works.	Becky	9th March
3d	Suggest Upper School Council put together a proposal to the Funding Group for funding, e.g. Bicycle pumps to inflate balls for sports.	Sophie	9th March

### Discussion Points

#### 1. Arising from Minutes of Last Meeting

- a. Community Space: Has been renamed Priory Hall. Plan is for it to be a gift to the parents from the school, including the running costs. It is planned that other venues will be found for exams.
- b. School Signage: Artwork for the sign for the Main Entrance already existed and the sign has been ordered at a cost of approximately £600 - which equals the funds approved to date. When put in place it will include a notice board underneath which can be used by Class Contacts to share news with the community.

There was discussion about the need/desire for additional funds, including for Priory Hall. Graham Prentice has been approached for a quote for the Priory Hall sign. See action 1b.

- c. Shrubs: Keely mentioned the option to apply to the Woodland Trust for free shrubs (click [here](#) for link to more info) to improve the appearance of the school.

## 2. Report from Co-chairs (Annie Marcusson & Annabel Sampson)

Need to see notes from Annabel & Annie. Key Points:

- a. Level for effort has increased due to the activities required to respond to the concerns of the Dept. of Education. The plan moving forward is to have a number of sub-groups, e.g. The Events Committee or Priory Hall team, who will be leads / points of contact for each area, which will reduce day-to-day involvement and decision-making from the co-chairs.
- b. There has been an improvement in the clarity of accountability between the school, the PTFA & the Class Contacts.
- c. School Shop is back, with the volunteers running it all DBS checked and Fire Trained. It's now open 8:15-9:00am every Friday.

## 3. Report from Treasurer

- a. Statement of funds

Opening Balance Apr 6th 2017	£48,000
Closing Balance Apr 6th 2018	£17,000

- b. Advent Fair requires approximate £6,000 of funds up front, leaving approximate £10,000 of funding for activities during 2017. Daniel highlighted that the high value of funds in April 2017 was due to underspend by the PTFA in the previous 18 months and the improved transparency and processes put in place during 2017 regarding how to make applications for funding.
- c. Everyone noted that the contribution of the play equipment & the minibus, as well as the other purchases, was very much appreciated within the community. Tim suggested that the PTFA should publicise the items purchased by funding from the PTFA, e.g. With photos in the Newsletter or brass plaques on the equipment.
- d. The Funding Group would like to increase the number of members, including having a student representative from the Upper School. Various actions agreed - see list.

## 4. Election of Executive Officers for 2018/2019

The following people were unanimously elected:

- Co-Chairs: Annie Marcusson & Annabel Sampson
- Treasurer: Daniel Roszic-Csendes
- Secretary: Sue Dimitrijevic

Executive Officers:

Four officers retired from the Executive during previous 12 months: Keely Siddiqui Charlick, Adam Norsworthy, Alan Buxton, Julia Gupta.

Keely & Adam want to maintain a link between the work they are doing or future funding with the Friends of RSSKL and the PTFA. They believe the best way to achieve this will become more clear in the next 12 months.

Annabel to provide a full list of Executive Officers.

#### **5. Report from College**

- Smadar would like to organise a party for Staff & Parents during May. Date TBA.
- The School is planning would like to organise an English Summer School in the school grounds over the summer.

#### **6. AOB**

- The tiles for the mosaic are available and it is likely that work on this will happen over the summer holidays, to minimise disruption to the school. The school community will be invite to volunteer time over the summer to help with the construction.
- There is a proposal to run a sponsored walk by pupils during the summer term to raise funds.