 **St. Michael's Catholic Primary Academy and Nursery**

Part of the Bishop Cleary Catholic Multi Academy Company

a company limited by guarantee in England and Wales (company number 08578428)

whose registered office address is Compton Park, Wolverhampton, WV3 9DU



Telford Gardens, Merry Hill, Wolverhampton WV3 7LE

Telephone 01902 556368

www.stmichaels-academy.co.uk

office@stmichaels-academy.co.uk

Principal Mrs S McHale

**Minutes of the:**

***Parent Teachers Association Meeting***

Held on Thursday 30th March 2017, 2pm at St Michael’s Academy and Nursery

*In attendance: S McHale; L Bradley; S Bowen; I Warden; J Landa; T Coates; L Lynch; S Olabiran*

*J Edmunds; M Cox.*

Apologies:- Maria Di Vincenzo (Apologies were forwarded that Mrs Lynch, Mrs Cox, Mrs Edmunds were expected to be late due to work commitments)

01. Welcome and Prayer. Members present joined in prayer to open the meeting.

02. Minutes of the previous meeting 13.10.16 -agreed as factually accurate.

**021. Matters arising from previous minutes**

022. It was noted that on 13 October 2016, the PTA meeting comprised of 3 parent members and was located in a parent’s home. Mrs McHale commented on how positive it was to see 3 new parents in attendance today.

*ACTION: Chair and Vice Chair to check the constitution of the PTA to ensure all meetings are ‘quorum’.*

023. Paragraph 1

Summer Fete -It had been noted from the previous minutes that due to lack of committed helpers the PTA were worried that it would not be feasible to hold a summer fete this year. SM reported that to relieve the pressure and expectation for current PTA members, a Friday evening in July had been set aside for the Fete to take place. This would enable all staff members to be present to help.

024. Paragraph 3

Budget – SM explained the reason why funds are not raised for school fund / PTA during Lent. Part of the mission of the Catholic Church as stated by the Archbishop in Lent is to; fast, give alms pray. We are witnesses to this and therefore any money raised during Lent will focus on agreed charities (comic relief/readathon/Cafod).

Future Costs – SM advised that funding for the Alton Castle coach is not required this year. The academy were also giving children an autograph type book which was produced by the school photographers so a yearbook would also not need to be funded. It was established that one of the Y6 parents had already been given permission by some PTA members to go ahead with this – SM pointed out that the chairperson of the PTA had not been consulted. It was therefore agreed that Year Book costs must be established and agreed at the next meeting.

*ACTION: Mrs Landa to find previous financial contribution to year books using PTA funds.*

*ACTION: PTA to agree financial contribution to year books for 2017 and whether both the photo album (no cost) and Year books (cost per child) are to continue.*

SM shared that over Christmas school had sold raffle tickets for a Luxury Hamper and some Wolves tickets that had been donated and raised £370 this had gone directly in to the academy account and was used towards new Singapore Maths resources for Y2 and Y3.

025. Paragraph 4

New freezer – money had been set aside for a new freezer. It was agreed that this would be costly just to use occasionally (summer term). It was suggested that we may be able to use the freezer in the school kitchen. Mrs Coates & Mrs Bradley advised using second hand or ‘ freegle’ sites to save money.

*ACTION: Mrs McHale to speak to the school cook and see if it is possible to share the main freezer.*

*ACTION: All association members to investigate ways to acquire a freezer without a large expense.*

027 Paragraph 7

Leavers Bibles - SM commented it was inappropriate as a Catholic Academy that we only presented Bibles to the Y6 leavers who were Catholic. She stated that to minute that gifts other than Bibles would ‘place value on’ is contrary to our Catholic Academy admissions policy – “*As a Catholic school, Catholic doctrine and practice permeate every aspect of the school’s activity. It is essential that the Catholic character of the school’s education by fully supported by families in the school. All parents are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school”*

Mrs Lynch stated that despite being Catholic, her child had not used the Bible presented upon leaving Y6.

Mr Olabiran expressed opinion on how it was essential age appropriate Bibles are used and that by Y6, children should be regularly using a full Bible.

Mrs Coates asked if it would be appropriate to provide the children with a Prayer Book or medal as this could potentially be cheaper, it was therefore agreed that costs be obtained and bought to next meeting for approval.

*ACTION: All association members Investigate cost of age appropriate prayer books to compare to cost of Bibles.*

028. Paragraph 10

Funding Requests

The academy had previously sent a formal letter requesting £4000 from PTA funds to fund new pupil laptops. Mrs McHale thanked the PTA for agreeing to fund 50% (£2000) by a majority vote in the October meeting.

The academy were left in a position where they were now doing some fundraising to cover any difference where PTA cannot support. Funds raised go straight in to the academy budget and are immediately spent on educational resources or experiences for pupils. SM informed the association that this was the intention going forward and the academy would continue to raise funds using events like cake sales/film nights/Christmas raffles.

Other events like summer fete/discos would be run by the PTA. It was suggested and agreed that we should inform parents of what we are fundraising for and set a target so that parents will know what we have achieved.

A parent also suggested more communication regarding when sports days, fund raising events etc happen annually to enable parents to support.

*ACTION : Academy leaders to agree and set fund raising long term plan (showing term by term events) to coincide with Curriculum Enrichment and Diocesan programme of study.*

Minutes taken on 13.10.16 state that the 4 parents who met in October would like a formal process for funding requests over £500 in future.

*ACTION: Check constituition of PTA , is there a set figure for formal requests? Does this need amending in constitution at next AGM?*

03 Finance Report

031. Mrs McHale shared a document containing the balance of both PTA bank accounts and any committed / planned spend to enable association members to have a clear picture on how much money has previously been raised and expenditure was yet to be agreed.

Account 1 - £4642

Account 2 - £567

032. Mrs Cox stated that a larger float than £500 would be needed for the summer Fayre.

033. SM has asked what the PTA funds are going to be used for this year. She explained significant income reduction means a forecasted increasing deficit budget for the Academy going forwards. Whilst the academy and Mac have a business plan to manage this, it means there will be no additional funds as before to update resources or enhance the learning environments.

Mrs Lynch and Mrs Landa commented that school should ‘choose’ what is required for expenditure.

*ACTION: Mrs McHale and academy staff to draw up a prioritised wish list for PTA funds.*

034. Mrs Lynch asked if “Mrs Bradley still wanted the new floor” in the cloakroom for years 5 & 6 when they move into the new classrooms. Mrs McHale asked if she could show PTA members the severity of the DIY project. It was suggested that parents may have a working party and help some of these projects along the way. Everybody agreed it was a good idea.

Mrs McHale informed the association that Nursery also need outdoor equipment to replace broken items and the EYS outside play area could desperately do with some TLC. Additionally, the new playground would benefit from markings and activity zones set out to provide stimulus at break times.

Mrs Lynch suggested using the funds Nursery owe PTA for selling book bags to buy paint to improve outdoor area.

*ACTION: Mrs Bowen liaise with Mrs Visentin as to how much has been raised by selling book bags and to use this fund to buy paint etc.*

035. Mr Warden suggested drawing on the skills of parents.

036. Mrs Landa offered to donate a little tikes car no longer required by her children.

*ACTION: Mr Warden to investigate ways to gain support for a task force of parents to work on the EYs outdoor environment and other DIY projects.*

04 Alton Castle

SM informed association members that the Alton Castle trip was not taking place this year and as a result no travel contribution was required.

05 Event Planning

14th July - 3.30 pm – 5.30 pm - Summer Fayre

4th July - Sports Day

21st June - Race For Life

Cake Sale – Date TBC

06 Any Other Business

061 Mrs Lynch enquired as to when the Chaplaincy robes are used as this was funded by the PTA previously.

Mrs Bradley stated that since the merge of 2 other parishes with St Michael’s and our new priest and chaplain, things may work differently depending on the occasion or celebrant.

062 Mrs McHale asked new members whether 2pm is a suitable time for a PTA meeting. Mrs Lynch commented that previously an evening meeting had been arranged and this encouraged no further parents either. Mr Warden stated that as he was retired the school day was suitable. Mrs Coates stated that as she had a younger child she may not always be able to attend during the school day.

07. Date and time of next meeting - **ACTION: Date to be agreed, alongside a date set for AGM in September 2017.**

**ACTION LOG 30.3.17**

|  |  |  |  |
| --- | --- | --- | --- |
| **Minute** | **Action to be taken** | **By When** | **Owner \*** |
| 021 | Chair and Vice Chair to check the constitution of the PTA to ensure all meetings are ‘quorum’. | Next meeting | The Chair & Vice Chair |
| 024 | Find previous financial contribution to year books using PTA funds. | Next meeting | *Mrs Landa* |
| 024 | Agree financial contribution to year books for 2017 and whether both the photo album (no cost) and Year books (cost per child) are to continue. | Next meeting | All Association members |
| 025 | Speak to the school cook and see if it is possible to share the main freezer. | Next meeting | Mrs McHale |
| 025 | Investigate ways to acquire a freezer without a large expense. | Next meeting | All Association members |
| 027 | Investigate cost of age appropriate prayer books to compare to cost of Bibles. | Next meeting | All Association members |
| 028 | Agree and set fund raising long term plan (showing term by term events) to coincide with Curriculum Enrichment and Diocesan programme of study. | ASAP | Academy leadership team |
| 028 | Check constituition of PTA , is there a set figure for formal requests? Does this need amending in constitution at next AGM? | Next meeting | Mrs Landa, Mrs Lynch |
| 033 | Draw up a prioritised wish list for PTA funds. | ASAP | Mrs McHale and academy staff |
| 034 | Mrs Bowen liaise with Mrs Visentin as to how much has been raised by selling book bags and to use this fund to buy paint etc. | Next meeting | *SB / DV* |
| 036 | Investigate ways to gain support for a task force of parents to work on the EYs outdoor environment and other DIY projects. | Next Meeting | *Mr Warden* |
| 07 | Date & Time of next meeting to be agreed, alongside a date set for AGM in September 2017. | End of Spring Term | All Association Members |

\*TO BE HIGHLIGHTED RED / YELLOW / GREEN

Minutes taken by Mrs S Bowen. 30.3.17