

Minutes of a meeting of the committee of the Saint Felix Parent Teacher Association
held on Friday 6 October 2023 in the Dining Hall at 0910h

Present Cathy Pitt (Chair), Carol Annis (Vice Chair), Hannah O'Leary (Secretary), Matthew Oakman (Head) (part only), Jade Wong (Head of Junior Department), Kelly Evans, Jane Rainer, Tanya Stock, Frances Hughman, Jemma Nicol, Jess Astor, Veronica Arias.

1. Welcome and Apologies

Apologies were received from Kirsty Strowlger and Alison Coles.

2. Head's report

This item was moved up the agenda as MO had to leave early.

CP welcomed Matt Oakman to his first full PTA committee meeting. CP explained that the PTA officers had met MO the previous week to introduce the PTA and discuss plans for the year and she had circulated to a note of that meeting to the members. This was to be taken as a Head's Report and members were invited to raise any questions with MO. CP then invited MO to add his own comments.

MO thanked the PTA members for all their work. He added that he thought regular themed meetings would work well and he could arrange for the relevant staff members to be present. MO talked about the changes on campus and that further gradual changes will become visible. He was pleased that the PTA had now received some significant grant requests and that these were being considered by the PTA.

CP summarised the nature of the grant requests that had been received, noting that the detail would be discussed later in the meeting. The requests included funding for co-curricular provision (in practice, seeding the restart of the Duke of Edinburgh Award Scheme), Forest School equipment and shed, the joint purchase with school of a branded gazebo, the revival of the Bronte kitchen garden and some end of year awards related to demonstrating the new School Values.

There were no further questions for MO.

3. Minutes and Matters arising

CP tabled the minutes from the previous but noted that this had taken place a while ago and so she proposed to recirculate them before asking for approval. Similarly, any matters arising would have related to last term and so had been superseded.

4. Committee matters

- CP welcomed new members Frances Hughman and Tanya Stock to the meeting.
- The AGM is to be held on Friday 20 October 2023 and we need at least 8 people to attend in addition to the officers. The business of the AGM will include the elections of officers. CP, CA and HO have all indicated their willingness to stand for re-election but unfortunately PC will be stepping down as Treasurer due to other commitments; she has kindly agreed to stay on until a replacement is found. CP therefore invited people to consider standing as Treasurer. It was noted that, in accordance with tradition, Matthew Oakman would be

nominated as the President of the PTA.

- CP proposed that, rather than meet monthly during term time, we should meet once every half term, with the officers and any subgroups meeting more regularly as required. This was agreed.

5. Autumn Term activity report

Uniform – Uniform sales had been popular and parents clearly appreciated this service. We now need to streamline our offering and this will include doing an inventory of stock, for which volunteers would be much appreciated. School is helping us with looking at on site storage ideas but this was an ongoing discussion.

Christmas Cards – JR reported that many parents had already returned the forms and money and there would be a final call on Monday for Wednesday return before we submit the order.

Hot drinks thermal jugs – Two 11 litre jugs had been purchased to enable us to support school events such as House Scramble and Sports Days selling teas and coffees.

Bonfire Night – School had juggled some scheduled work to allow this event to go ahead in its usual format. Volunteers will be needed for this event to be held on 10 November. The hours needed will be approximately 14.00hrs – 18.30hrs although not everyone would need to help the whole time.

Christmas Treats - We will be arranging for Father Christmas to write to the Bronte children and to deliver presents. Mr. Fletcher has agreed to help with arranging the visit from the Big Man. We will also hold a Clough / Bronte Cinema afternoon and contribute money towards the Senior Dinners/Discos.

6. 2023-2024 Activity plan

The members reviewed the Activity Plan that had been appended to the agenda and were generally in agreement. JR asked whether a Christmas Raffle was planned. CP said that she had not originally included one in the plan but, in view of the grant requests received, it would be a good idea. All agreed.

CP noted that the decision had been taken not to repeat Silver Smarties as participation had been lower and some parents felt it was too much chocolate! We were considering selling daffodils for Mother's Day instead.

JR suggested that we could add some features to the Junior Department Valentine's Discos, which JW supported. There was a discussion about the format of the Valentine's Disco and the amount of food last year! Possibly the PTA could add on a Guess the Teddy or Jolly Jars game to break it up a bit. To be discussed further.

It was noted that the SLT were still considering the idea of a Summer Fair, potentially to be held before May half term and combined with the Year 6 fair, as this event is always popular with parents. Volunteers will be required!

7. Funding requests

CP introduced the grant requests and the 2023-24 budget. We currently have approximately £6300 in the bank and requests for funding had been received as follows:

Forest School equipment	c.£2000
Forest School shed	c.£ 600
Duke of Edinburgh	unknown but allowed c.£1000
Kitchen Garden	c.£ 300
Branded Gazebo	c.£ 400
PTA Values Awards	c.£ 300
Christmas treats	c.£ 420

CP noted that the PTA had sufficient funds to agree all of these requests but would need to manage cashflow until after Bonfire Night. This event is always weather dependent, and we have some fixed costs to cover. It was therefore agreed that we should agree to these grants in principle, but the officers would work with school to prioritise the spend and manage cashflow. All agreed that it was fantastic to be able to support the school in such a significant way and that hopefully seeing us make valuable grants would also encourage other parents to support our fundraisers.

JW suggested we look into plaques or similar to record the PTA's contribution to the various items funded.

8. Treasurer's report

The report was received and approved.

9. Parents' matters

CP asked people to consider a feedback topic for the next meeting. HO suggested circulating a Google Doc to gather ideas.

10. Any other business

- JW reported on activity in the Junior Department. The school had bought a new phonics programme called Read, Write, Ink, which is focussed on pupils' reading stage as opposed to their age and allowed a very individualised approach. They have seen huge improvements in the pupils already. Bronte parents present confirmed this and said they had seen real enthusiasm for reading from their children.

The Junior Department has also bought the "White Rose" maths programme and likewise had received positive feedback already. The programme looks at how the child and links into specific recommendations. All staff have undergone training on this; it is mainly focussed in Bronte for now. JW reported that the Senior School maths teachers had reported favourably on the ability of the new Y7 group.

The Junior Department is working on the new Learner Profiles, (i.e., are they curious, independent etc).

- CP mentioned that she proposed to put PTA minutes on the PTA section of the school website once the new site was up and running. JW reported this was expected to be after Half Term.

- JW suggested that the PTA liaise with Alicia Mann with regards to compliance for DBS, single centre register for helping at events.

11. Date of next meeting

24 November

Other dates for diaries

20 October after Chapel	AGM
10 November	Bonfire Night
24 November	Next Committee meeting. Feedback topic TBD

12. Closure

There being no further business, the meeting closed shortly after 1000h

Signed as a true record of the meeting


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Chair