

PTA – MINUTES

ANNUAL GENERAL MEETING

WEDNESDAY 20TH MARCH 2019

9.00AM

| Item No | Item | Action |
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| 1 | <p>Present: Sairah Mirza (chair), Rehana Arif (treasurer), Sajida Nasir, Azeema Raja (governor), Naila Kronin-Amin, Sophia Mushtaq (governor), Rukhsana Suliman , Nazia Irfam and Taz Mahmood</p> <p>In Attendance: Mrs Jasmine Arif (Pastoral Care and Wellbeing Manager)</p> <p>Mrs Diane Smith (Head teacher)</p> <p>Apologies: Nina Mirza (secretary) , Iram Mir (Parent)</p> | |
| 2 | <p>Setting up the PTA Constitution</p> <p>The school has joined the PTA the membership number is 18795.</p> <p>Sairah explained that all parents could now login to the website with the membership number, first and surname and email address. Some parents have already started to register.</p> <p>That the PTA website now Parentkind is a good resource for parents with children in education on many issues not just fund raising.</p> <p>It was unanimously decided that the School PTA would adopt the Parent Kind Constitution as its own. This Constitution is available to read on the Parentkind website.</p> | <p>The Chair to ask the school to include in the school newsletter & website how parents can register on the PTA (Parentkind</p> |
| 3a | <p>PTA Banking Account</p> <p>Sairah advised she had contacted numerous banks & building societies to set up a PTA Bank Account however many no longer facilitate this at present. National Westminster Bank did and sent an online application link.</p> <p>Rehana & Sairah have applied for a bank account online with themselves as the 2 signatories. The application is in progress.</p> | <p>Rehana to update PTA in regards to the status of the bank account</p> |

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| <p>3b</p> | <p>Grants</p> <p>Sairah advised she hoped to apply for a few more funding grants and was researching;</p> <p>a) Funding for Tennis & Fencing classes for the school children</p> <p>Sairah had sourced a free fencing taster session for 12 pupils at the school to be held at the school.</p> <p>The PTA was enthusiastic on both sports, especially with a Tennis & Squash Club walking distance from the school & Jasmine stated it fencing would be very good for the girls and their confidence.</p> <p>b) Funds to help with tackling litter & environment & School Garden</p> <p>Sairah asked any parents if they could spare any time to help in the school garden on Tuesday afternoon after school. As a lot of physical strength is needed at present to help remove the old membrane and replace with slate. There were only a handful of parent and childminders at present who were involved.</p> <p>Jasmine advised that at the Governors meeting on 19 March 2019 there was mention that the school would hold a litter collection/picking day in the summer. The PTA suggested it would be good to have parent involvement for this event.</p> | <p>Sairah advised she was in discussions with Mr. Collins the PE Teacher regarding the free fencing taster And Tennis for kids offer.</p> |
| <p>3c</p> | <p>DBS</p> <p>None of the PTA committee has received any emails or information regarding the DBS checks.</p> | <p>PTA to check with Mr. Suleman on the progress of the DBS.</p> |
| <p>4</p> | <p>Mother's Day Sale</p> <p>There are approx.. 60+ gifts to sell for Mother's day sale next Wednesday 27 March 2019. A mixture of gifts purchased by the PTA.</p> <p>Also to sell approx. 100 potted pirmula plants in galvanized plant tins with ribbons or set in tissue paper.</p> | <p>Mrs. Smith to purchase the galvanized plant tin. Sairah to purchase</p> |

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| | <p>Sairah has asked Mrs Smith to purchase the galvinsed plant tins and Sairah will source and buy the plants.</p> <p>All receipts to be given to Sairah or Rehana.</p> | <p>the flowers already potted.</p> |
| 5a | <p>Other Business:</p> <p>PTA Spring Bake Sale The Spring Bake Sale to be held Thursday 4th April 2019.</p> <p>The PTA to try to hold 4 bake sales a year that are seasonal and referred to as Spring, summer, Autumn and Winter Bake Sale. Sairah asked that there be no religious emphasis on the Bake Sale as some parents were not keen to participate to bake in an Easter Bake Sale.</p> <p>Mrs Smith said that it was a C of E school and that it is Easter and the school is open to all. The PTA decided that seasonal bake sales were agreeable; as they were holding an Easter Decorative Competition that celebrated Easter.</p> <p>All bake sale items to be donated not to be purchased as it is to raise funds.</p> <p>Sairah has sourced a cake donation from Secrets in Heaton Village for the event and has asked parents to donate baked bakes, buns and biscuits for the event.</p> <p>Sairah also asked if parents could volunteer to help set up or sell the on the Bake Sale day. Ruhksana Kauser volunteered. Nina Mirza & Sairah has said they would also help.</p> <p>Jasmine advised she and Mrs. Watson should be available to help sell the cakes on the day.</p> | <p>Ms Smith to announce the Bake Sale at the Easter Service on the morning of the 4 April.</p> <p>PTA to request a notice in the school newsletter and a school text to be sent out to parents regarding the school Bake Sale date.</p> |
| 5b | <p>Eid Mela</p> <p>A date has been set by the PTA for an Eid Mela Thursday 12 June 2019 this will be after Ramadan and Eid. It would be after school.</p> | <p>PTA to discuss at the next meeting details regarding the Eid Mela</p> |

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| <p>6</p> | <p>Confirmation of Action</p> <p>As listed Meeting closed at 10.05am</p> | |
| <p>7</p> | <p>Date of Next PTA meeting/Agenda The official PTA meeting will be Wednesday 3 April 2019 in the Multi-Purpose Room in the school.</p> | <p>Agenda for next PTA meeting will be given to the PTA committee & school a week prior by Sairah</p> |
| | <p>Signed as a True Record</p> <p>Chair Date</p> <p>Treasurer Date</p> | |
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