



OAKFIELDS PARENT TEACHER ASSOCIATION

MINUTES OF MEETING HELD ON WEDNESDAY 27TH SEPTEMBER 2017

Present:

- Mrs Katrina Carroll - Headmistress
- Lauren Brewster – Deputy Headteacher
- Andrew Taplin – PTA Chair
- Saman Sandhu – Secretary
- Elizabeth Pridmore
- Sarah Harvey
- Nichola Morris
- Lisa Mackenton
- Gurleen Nahr
- Jennie Browning-Adams
- Vicki Rochford
- Marsha Edinburgh
- Kameel Mohammed
- Raj Gill
- Lisa-Marie Assenheim
- Helen Ward
- Apologies – Ben Mawela - Treasurer

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- 1.) Andrew opened the meeting and thanked all for attending and giving their time to the PTA. Andrew gave the statement from the previous academic year.
 - 2.) The names of the Chairman, Treasurer and Secretary were confirmed as Andrew Taplin, Ben Mawela and Saman Sandhu.
 - 3.) The names of the PTA Year Group Representatives were confirmed in a list distributed to all in attendance. Lisa Mackenton and Lisa Amos were put forward as the Parent Representatives for Kindergarten

- 4.) Andrew confirmed the dates of the PTA meetings for the rest of the academic year. (These are specified on the same document listing the Parent Representatives)
The PTA will await a final confirmation of these dates from Mrs Jennifer McLellan.
- 5.) Thanks given to those involved in the organisation and running of the Inflatables Afternoon – this was a great success that was well received and enjoyed by all.

Upcoming events:

Pamper Evening

- 1.) This event has been frequently discussed and the general agreement was that it has been difficult to both plan for this event and find space in the calendar to accommodate it. The PTA was in general agreement that this be 'shelved' for the time being. Any suggestions for local businesses or contacts that can provide treatments for such an evening will be considered in the future.
It was also suggested that the PTA hold a wine and cheese tasting evening instead of a Pamper Evening.

2.) School Disco

This is to take place on Friday 17th November.

Arlene Small informed the PTA that the DJ had been booked and the cost of this had been agreed.

The PTA Parent Representatives for each class will be responsible for ticket sales, the collection of payment and children's parental contact/allergy information.

It was suggested (with general agreement) that the KEY Stage 1 children had an earlier session for the disco, straight after school.

Marsha Edinburgh suggested splitting the year groups into smaller groups for the disco sessions, in consideration of the fact that some year groups in KS2 have two classes. After discussion, it was suggested that instead of having all KS2 in at the same time, there could be two KS2 sessions – one for Years 3 and 4, and a separate session for Years 5 and 6. This would mean the School Hall would be needed for a longer period than initially anticipated. Mrs Carroll agreed with this.

Arlene Small said that she would need parents to help her with drop off, pick up and preparations. She will arrange this closer to the date.

Mrs Carroll asked for assurance that all volunteers for the event were DBS checked.

3.) Christmas Bazaar

The provisional date for this is Friday the 8th of December. Amanda Tragen (absent from meeting) usually organises this event – she will need volunteers to plan and run the event. The organisation for this will be discussed at the next meeting. Parents will begin to receive information regarding the date, donations and volunteering in November.

4.) Oakfields Ball

A date has not yet been confirmed for this event. Venues were discussed – the last Spring Ball was a success in respect of the venue and the funds raised. The attendance at the 2017 Spring Ball was less than that of the 2016 Spring Ball.

Suggestions were made to hold the ball on school grounds in a marquee. Several of those present at the meeting felt that the cost of this could well be higher than that of hiring a venue.

There was a discussion about the timing of the Spring Ball, as it was close to the date of the Summer Fayre. This meant that members of the PTA were organising two events almost simultaneously. The PTA agreed that the date of the Oakfields Ball be changed to February (possibly on the evening of the first Friday after the Spring Half Term break) and that the event be named the Valentine's Ball..

To increase attendance numbers, Raj Gill suggested that tickets for the event be sent to ALL parents – thus creating an 'opt out' system, which could increase attendance numbers.

The date for the event is to be confirmed, as is the venue, which is likely to be the same venue as the one in May.

A request was made for donations of high quality, appealing auction prizes.

Funding Requests

- 1.) Jennie Browning-Adams requested that the PTA purchase 2/3 high quality marquees which would be used primarily for the Summer Fayre, but also for other outdoor PTA events as and when necessary.

Next Meeting

The next meeting is scheduled for Wednesday 15th November 2017.