



## **Minutes - 22<sup>nd</sup> Jan 2024**

Location: School Dining Hall

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Action Tracker: [Appendix 1](#)

Attendance list: [Appendix 2](#)

### **1. Welcome**

*The staff and parents attending were welcomed by Mr Anstey who thanked this year's PTA for providing energy to the school community.*

2. Approval of the minutes of the last meeting & Action Tracker review- *Sara Khan requested that if there are any changes that need to be made to the minutes, pls let her know in advance of meetings. Open actions are incorporated into the agenda today so we did not go through the tracker separately.*
3. PTA Chair/(Core team to support)- *Overview of upcoming activities*

### **Spring term PTA activities:**

1. **Sip and Paint/Brush Party** – *Thursday 29<sup>th</sup> February- 15 tickets sold so far, please can reps promote to their classes. This is the 1<sup>st</sup> in-school parent social across the classes for some time and we hope it will be a success! Everyone who attends will paint the same item; it's likely there will be a cash bar on the night.*

ACTION: Class Reps to promote to their classes.

2. **Senior Disco**- *Thursday 7<sup>th</sup> March; Saba Hassan is organising; we will find out re. volunteers and get back to reps*

ACTION: PTA Exec team to report back re. volunteers needed

3. **Easter Egg hunt**- *Friday 22<sup>nd</sup> March- PTA core team to purchase chocolate; inc vegan and non-dairy options; PTA to also provide volunteers- a few per class. We will ask closer to the time.*

ACTION: PTA Exec team to report back re. volunteers needed

4. **Pub quiz event** – *Thursday 21<sup>st</sup> March. Details to follow! Please put the date in the diary.*

### **Summer term PTA events:**

**Summer Fair- Saturday 29<sup>th</sup> June**– *Discussion on format/all ideas welcome. Sara Khan explained that we would like the planning to start this term. Mrs Pache helpfully explained the elements that have made BHS Fairs a real success in the past- lots of items for the children to take part in. Previously Year 6 always ran the Children's Tombola.*

*More sustainable ideas were discussed:*

*A book lucky dip; plant donations from local garden centres (Amanda Shaffu to look into this)*

*In the past every family donated a bottle of some sort; it was suggested we compile a list and give warning well in advance rather than drip feeding the requests (for example, each family to donate a bottle, a book and a toy).*

*External stall holders? Mr Anstey suggested we could have these e.g in Year 2 classroom given the success of the Xmas market.*

*It was questioned whether children should have to pay to get in- to be discussed at a later date.*

*Other ideas:*

*Photobooth. Petting zoo? PreK playground; Fire Truck- success last year; Bubble blowing competition; Food- to be discussed at next meeting; Candy floss machine? PTA used to have one; Nail art/make up- makes lots of money- to remain; Soak the teacher; Bike/scooter sale; Science experiments*

*Theme decided- Olympics! (Thank you Sanaz Gardner!)*

*Mrs Pache to also ask Pupil Council- ideas for Summer Fair*

#### **ACTIONS:**

*PTA Exec team to come up with a list of stall options for each class and to send to reps ahead of the next meeting  
Summer Fair food to be discussed at the next PTA meeting in March.*

*Amanda Shaffu to discuss with her local contacts re. plant donations for a stall*

*Mrs Pache to ask Pupil Council for ideas*

*School to help arrange enterprise stalls for Years 5&6 as decided in Autumn term PTA meeting*

**Raffle & Auction 2024-** *Saba Hassan has kindly agreed to organise this, this year. Laura Schooling & Sara Khan to handover.*

*The poor sales of the raffle in 2023 were discussed, despite a stellar effort by Laura Schooling on an amazing number of prizes. In the past everyone got a physical pack of tickets and it was expected that each family purchased 20.*

*Previously the raffle draw was announced at the fair- ? Keep it the same*

*? Auction to be around same time as Pub Quiz- depends on Saba's availability*

*\*Added after meeting- The timing won't be changed as Saba is unable to do it this term\**

*Suggestion: Raffle ticket sales at the bar at the fair*

**Second hand uniform sale before the summer holidays** - ? per year group during a coffee morning. Suggested for Summer term.

#### **Community & Fundraising:**

##### **For discussion:**

- **2<sup>nd</sup> hand uniforms** – update by PTA Chair. *The new team have had a handover of the 2<sup>nd</sup> hand uniform room but there are a few issues in the uniform room that need sorting. Dale will update at next meeting. Many thanks to the new uniform team (Sally, Arzu, Kate, Lewen & Dale) who have worked really hard to organise the shop. It is now cashless; and please can families who donate, hand in clean items.  
Sales are on hold at the moment but there will be a relaunch very soon.*
- **Parents Cycling Club** – *A WhatsApp group has been formed, please can reps spread the word.*
- **Classlist Marketplace** – Helen Stotesworthy from year 2 has helpfully suggested we utilise this function on ClassList (utilising 2<sup>nd</sup> hand costumes (from performances) or football boots etc). Parents can either take a suitable payment, offer up for free, or donate to the PTA (click charitable donation button). Agreed that we will trial using this within the school community for items OTHER than school uniform (not all classes use ClassList app currently although in the past it was encouraged by the PTA).

##### **For info:**

- Lunar New Year Celebration – *was planned for Wed 7<sup>th</sup> Feb, but an after-school date couldn't be found so this has unfortunately been cancelled.*
- Handbook/Induction pack- In progress.
- Birthday Books- *please can reps help support our library by promoting this. We will include in the newsletter.*
- Fun run/walk at Old Deer Park- Date TBC

### Other initiatives:

- *Would parents like us to support any cultural events that we haven't yet considered?*
- *Summer Concert – options being explored.*
- *"Girls' hairstyles" workshop- Yasmin Martin has agreed to organise this- thank you.*
- *Gin bottles- Not discussed at the meeting*
- *Coin challenge- This is when each class collects coins and has a competition to see who raises the most. It's been successful at other schools. There were no volunteers at the meeting to lead on this, if anyone else would like to, please contact us.*
- *Parent Christmas/End of Year social: Twickenham Stadium. Dale and Mrs Puri briefly talked about the Year 1/PK end of year social that they organised at Twickenham; the PTA get a cut from tickets and it was an enjoyable night for all parents who attended. It was suggested that we will make this a whole school event at the end of 2024.*
- *Early Years Graduation: Mrs Yashkova suggested an Early Years Graduation of some sort, to include parents. Ideas included making their own graduation hat and being given a certificate.*

### Communication:

#### For discussion:

- *New PTA slot in the new digital newsletter- this will include birthday books; cycling club etc. Yasmin Martin questioned whether weekly updates are still needed in view of revamped newsletter...felt this is likely to vary dependent on class. Overall very positive comments re. newsletter- thank you to Tessa and other staff who have been behind the changes J PTA slot could include a 'Did You Know?' section, so that new parents can be informed of*
- *Event/Activities advertising- via Newsletter, Noticeboard, Reps & ClassList. This wasn't covered at the meeting due to time constraints.*

### Moving forward:

- *PTA meeting dates for Summer term- Sara to liaise with SLT and communicate at the next meeting*

AOB-

Mrs Pache said she is open to parents coming in and talk about topics important to them on Wednesday assemblies- this could be related to work/their culture/a cause important to them.

**Date of next meeting: Monday March 4<sup>th</sup> (6.30pm for a 7pm start)**

### [Appendix 1](#)

<b>Monday 22<sup>nd</sup> January Meeting</b>	<b>Responsibility</b>
PTA Brush Party & Pub Quiz	Class Reps to please promote
Volunteers for Senior Disco & Easter Egg hunt	PTA Core team to communicate to reps
Summer Fair <i>PTA Exec team to come up with a list of stall options for each class and to send to reps ahead of the next meeting</i> <i>Summer Fair food to be discussed at the next PTA meeting in March.</i> <i>Amanda Shaffu to discuss with her local contacts re. plant donations for a stall</i> <i>Mrs Pache to ask Pupil Council for ideas</i> <i>School to help arrange enterprise stalls for Years 5&amp;6 as decided in Autumn term PTA meeting</i>	PTA Exec Team  Sara Khan to add to agenda Amanda Shaffu Mrs Pache SLT
ClassList Marketplace	Comms about this by Exec team
PTA Summer Term Meeting Dates & Date for Girls Hairstyles workshop	Sara Khan/SLT

<b>Monday 13<sup>th</sup> November Meeting</b>	<b>Responsibility</b>	<b>Update</b>
PTA 2 <sup>nd</sup> hand uniform team to give an update at Jan meeting	Sara Khan	Dale gave an update today; further comms at the next meeting
School team to highlight in weekly newsletter when items are paid for by the PTA.	Office team	
School to incorporate year 5/6 enterprise activities into school activities ahead of School Fair at the end of the year	SLT	
School SLT to look into digital diary invites	SLT	

<b>Monday 9<sup>th</sup> October Meeting</b>	<b>Responsibility</b>	<b>Update</b>
Logo for the PTA	Class reps	Tess will be helping us with this (many thanks to Mr Stotesworthy who also offered to help)
Senior Disco & Summer Fair dates to be confirmed	Mr Anstey	Summer Fair- Saturday 29 <sup>th</sup> June Disco- PENDING
PTA Survey completion	Alexandra Lucar/Dale Filipek	In progress
Communication- handbook, induction	PTA Exec team	In progress

[Appendix 2:](#)

*In attendance:*

Staff:

Mr Anstey  
Mrs Pache  
Mrs Abensur  
Ms Sangtabi

Class Reps:

Vanita Puri (PreK rep)  
Yasmin Martin (KG rep)  
Amanda Shaffu (Year 1 rep)  
Ant Yeung (Year 1 rep)  
Helen Stotesworthy (Year 2 rep)  
Eugenia Iashkova (on behalf of Year 4)  
Sanaz Gardner (Year 5 rep; Also year 2)  
Robyn Banks (Year 6 rep)

PTA Exec Team:

Sara Khan- Secretary (Years KG/3/5)  
Dale Filipek- Chair (Years 1/5)

Apologies:

Alana Burger (Treasurer)  
Mairi Fernandes-Ares (Comms)  
Camilla Bond