



## **OAKFIELDS PARENT TEACHER ASSOCIATION**

### **MINUTES OF ANNUAL GENERAL MEETING**

**WEDNESDAY 26<sup>TH</sup> SEPTEMBER 2018**

#### **Present:**

- Lauren Brewster – Deputy Headteacher
- Gita Makwana – Business Manager
- Andrew Taplin – PTA Chair
- Elizabeth Pridmore
- Lisa-Marie Assenheim
- Lucy & James Burchell
- Chloe Camp
- Vicki Rochford
- Lisa Cable
- Siobham Coker
- Henry Bennett
- Chimyere Nwaohei
- Sarah Harvey
- Gurleen Nahr
- Marsha Edinburgh
- Kameel Mohammed
- John Osei-Ansah
- Arlene Small

#### **Apologies:**

- Mrs Katrina Carroll - Headmistress
- Saman Sandhu – Secretary

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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 through the reading of the Chairman's Report.
  - 2.) The names of the Chairman, Treasurer and Secretary were confirmed as Andrew Taplin, Kameel Mohammed and Saman Sandhu.

- 3.) The names of the PTA Year Group Representatives were confirmed in a list distributed to all in attendance. Chloe Camp was confirmed as Rep for Kindergarten. The list is reproduced below for reference.
- 4.) Andrew confirmed the dates of the PTA meetings for the rest of the academic year. These are also reproduced below for reference.
- 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:**

#### **1.) School Disco**

Arlene kindly volunteered to lead the PTA disco for another year and the three-session format was agreed.

It was discussed that communications had indicated two dates and it was discussed and agreed that the correct date should be 16<sup>th</sup> November 2018.

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

#### **2.) Christmas Bazaar**

The provisional date for this is was discussed as it was the 7<sup>th</sup> December which is the night following the School Christmas concert. It was agreed that this would impact the availability of volunteers to set up the night before.

Alternative dates were discussed and it was agreed that 14<sup>th</sup> December was the most appropriate date.

It was noted that the children should be encouraged to take their belongings home before this final day.

Amanda Tragen has agreed to lead on the event and Marsha Edinburgh has agreed to support.

#### **3.) Movie night(s)**

It was agreed that the movie nights had been a great success and that they should be repeated again this year.

The format of having the events on three Friday's in January was agreed to be a good idea.

However, it was acknowledged that this did impact the key holders at the school as a member of staff had to be in attendance on each of the three nights.

The school representatives agreed to discuss with their colleagues to identify whether there were sufficient volunteers to support the event.

#### 4.) Oakfields Ball

The date of the Ball for 2018/2019 has been agreed as the 14<sup>th</sup> June 2019 and will be held at the Berwick Manor. It was suggested that this was close to the date for the Summer Fayre (22/6) and the movement of the Summer Fayre was discussed. It was agreed that the Summer Fayre should be moved back a week to leave some space between the two events.

The plans for the Ball continue to progress and more information related to pricing will follow shortly.

The price of tickets was discussed and £60 per ticket was considered acceptable.

The extra playtime auction prize was considered to have been a great success at last year's Ball, as was PE Teacher for the day.

A request was made of the school to consider what other prizes could be this year.

Jasper Cromwell-Jones was also a great success performing the auction and performing the compere's role. It was agreed that it should be identified whether he would be available and would be cost effective to hire again.

#### 5.) Summer Fayre

Following the decision to move the date it was decided that the date should be checked with the equestrian centre to ensure parking availability.

As the date has moved, it was considered that a diary of events should be published to ensure that the parents were aware of the dates for each event.

At this stage nobody has volunteered to lead the Summer Fayre and the idea of a committee was discussed. Whilst this was considered a good way to share the work required it was agreed that a single focal point was still required.

It was also agreed that the inflatables should be booked to ensure that the dates was secured.

#### **Next Meeting**

The next meeting is scheduled for Wednesday 7th November 2018

#### **Year Reps**

Officers

Chairman                    Andrew Taplin  
Treasurer                 Kameel Mohammed  
Secretary                 Saman Sandu

Year Reps

K1 and K2                 Chloe Camp  
Reception                 Jenny Brockwell & Yazmin Tate  
Year 1                     Gurleen Nahr & Nicolette Berkovitch  
Year 2                     Lisa-Marie Assenheim  
Year 3                     Liz Pridmore  
Year 4                     Lisa Cable\ Vicki Rochford  
Year 5                     Arlene Small\Marsha Edinburgh  
Year 6                     Sarah Harvey

<u>Meeting</u>	<u>Date</u>
PTA Meeting	7 <sup>th</sup> November 2018
PTA Meeting	16 <sup>th</sup> January 2019
PTA Meeting	6 <sup>th</sup> March 2019
PTA Meeting	8 <sup>th</sup> May 2019
PTA Meeting	12 <sup>th</sup> June 2019