

Class Rep Meeting - 10th October 2016

Minutes

Chaired by Salma Cranefield (PSA Vice-Chair and Class Rep Co-ordinator)

Attended by Mr Waiting (Deputy Head) and Mrs Stephenson (Assistant Head)

Apologies

Geraldine Law (Daisy AM)

Kate Bell (Daisy AM)

Victoria Wilson (Daisy AM)

Babsy Nanayakakara (YR 1, Sunflower)

Nicola Wynne (YR1, Poppy)

Sue Dean (YR2, Cornflower)

Saphina Crocker (YR2, Lavender)

Katherine Wherry (YR2, Foxglove)

Aga Figiel (YR2, Bracken)

Kris Knyba (YR2, Bracken)

Maya Kazimir (YR2, Bracken)

Rachel Cook (YR3, Beech)

Lenka Cato (YR3, Elm)

Vaishali Sonawane (YR3, Rowan)

Natalie Sainsbury (YR3, Hazel)

Nikki Cowdrey (YR4, Yew)

Alex Glez (YR5, Sycamore)

Mischa Dohler (YR5, Lime)

Lizzie Dixon (YR2, Clover)

Deputy Head Teacher welcome

Mr Waiting explained his proposal to use the class reps as a general parent forum to aid communication between the school and parents on issues such as the Home-School diary, homework, parking issues, communication etc. Each class rep meeting will be attended by members of the Senior Leadership Team for part of the meeting devoted to the parent forum. An agenda will be sent out ahead of the meeting and parents given an opportunity to contribute items for discussions. Discussions will be minuted and circulated to parents via the class reps. It was stressed that this will not be a forum for airing personal gripes but the intention is to celebrate the aspects of school that work well as well as highlighting those that need developing.

Role of Reps and Rep Co-ordinators

Reps act as a liaison between the parents and the PSA, passing on important information about forthcoming events, gathering volunteers and organising class socials. It is important to collect and share parents' contact details and keep these lists updated. Caroline McDonald and Kavita Williamson will be the two main class rep co-ordinators. Please get in touch with either of us if you have any queries!

Noticeboard

The PSA Noticeboard holds information on cake sales dates and also upcoming events, it is located near Daisy Class by the bike racks. Please check it out and direct others there.

Cake Sales

Every year group has two sales a year. The money goes directly to the classes. Reps should communicate with teachers about what's needed in the classrooms and feed back to class. The class rep co-ordinators will send out reminders about the sales a week before. All items are 25p - this is a school policy so all children have a chance to pay but voluntary contributions in excess of this are fine. A judgement call should be made by parents running a sale on how many cakes to sell to Kingston Academy children depending on how many cakes are available. All empty cake tubs and tins must be returned to reception after the sale.

Events coming up

Christmas Fair – Friday 9th December 3-5pm

The Christmas Fair has been divided into separate roles so it is not up to one single person to be in charge of the whole event. Following the meeting we now have enough volunteers to run it so it can go ahead - many thanks for offering to help. Salma will email everyone with details of what work needs to be done.

The Fair Leads are as follows:

Craft Table: Caroline McDonald

Cafe: Lorena Casserly; Jen Wallington

Kids Tombola: Marcus Stanton; Claire Walker; Emma Wahl

Adult Tombola: Chrissy Dale; Rachel Lea; Saima Mannan

Santa's Grotto: Alka Yadav

Raffle: Susan Roscoe; Lorna Davies; Florence Carisson-Lloyd

Bouncy Castle: Sophie Roberts

Mulled Wine: Rachel Lea

Other helpers: Rachel Savine; Danielle Andrews; Camilla Waterman; Panchali Karu; Elin Cathcart

Please let us know if you can help too - preparations start now and we need help especially in the week running up to the Fair and on the day!

Gibson Lane boards advertising the Christmas tree sales

Each board raises £10 for the school and we get a generous percentage of the Christmas tree sales. Reps to encourage their classes to sign up for a board.

PSA Meeting of 5th October

PSA committee roles/events to fill

There are still some roles/events to fill. A list of roles to be sent to class reps who can encourage their classes to volunteer. Even if positions are already filled, Salma encouraged new people to buddy up with the person running the event or an experienced person who has run it before. Detailed notes on how to run each event will be provided.

Funds raised last year

The PSA raised £30,000 last year, of which £14,000 subsidised events and £16,000 was profit. Last year £8000 spent on 32 learn pads (16 used per class with children sharing one).

Future fund-raising and spend

The wish-list for this year's fund-raising will be confirmed once the response to voluntary contributions has been received so there is a clear distinction between the two funds. Mr Waiting will feed back at the next meeting.

AOB

The issue of Gift aid was raised for voluntary contributions. Mr Waiting undertook to look into it and clarify in the next newsletter.

PSA Meeting Dates:

Thursday 17th Nov

Thursday 19th Jan

Thursday 9th March

Thursday 11th May

Thursday 13th July (AGM)

Next Class Rep Meeting TBC