Hilbre High School PTA

Minutes of Meeting held at Hilbre High School
on
Thursday 18th October 2012 at 7pm

Present: Julie Jubb (parent yr7&9), Sue Williams (parent yr7&11), Sally Evans (parent yr9), Laura Vost (parent yr7), Ki Tillotson-Home (parent yr8), Fiona Baker(parent yr9), Emma Hughes (parent yr10), Carole Storrie (parent yr9), Miss Jane Whisker (teacher), Mr White (teacher)

Apologies: Leanne Jones (parent yr10), Yasmin Limbert (parent yr 8), Julie Blackburn (parent yr7), Mary Lunt (parent yr7), Amanda Fletcher (parent yr7)

1 Introductions – 8 parents and 2 teachers were introduced.

2 Background

Julie had liaised with the school in recent months, the result of which was the suggestion of initiating a PTA at Hilbre. There had been one many years ago but had not been active in recent years. Julie was keen to help re-establish the PTA and the school was keen to assist. A pre-meeting was held which included Jan Levenson (School Principle) and it was agreed to meet formally (today's meeting) in order to officially establish the PTA.

Various legalities were discussed e.g. the need for minimum numbers on an elected board of trustees, the PTA officially being a Charity due to its fund-raising activities, the need for annual AGM, the need to agree on a constitution. Today's meeting was the 1st AGM of the reformed 'PTA'.

3 Name

It was agreed to change the name of the reformed PTA from 'Friends of Hilbre High'. Part of the decision making involved including the wording 'Parents and Teachers' in the name in order to express the will to promote communication - 'Hilbre High School PTA' was decided upon.

4 Constitution

An example constitution was circulated prior to the meeting and copies were provided in the room. It was agreed that the main objectives would be as suggested:

(2.1) Developing effective relationships between the staff, parents and others associated with the school;

(2.2) Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils

5 Election of Officers

It was agreed that the main officers: Chair, Secretary & Treasurer would be appointed in order to keep administration to a minimum. The following positions were nominated and seconded as follows.

Chair – Julie Jubb

Secretary – Ki Tillotson-Home (Laura Vost as stand-in / backup)
Treasurer – Sue Williams (Carole Storrie as stand-in / backup)

It was agreed the positions would run for approx 1 year only and each position would therefore be up for re-election at each AGM.

6 Regularity of Meetings

It was suggested meetings should be held at Hilbre High School, Miss Whisker offered to coordinate to ensure a room would be available for the meetings.

- Meetings to be held once every half term, and would attempt to be just before or just after the Full Governor's meeting in order to feed in.
- Thursdays were suggested.
- A limit of 1hr was agreed for meetings.

7 Any other business (AOB)

Focus of meetings

The focus for future meetings was discussed and in line with the principle objectives within the constitution (see point 4 above) the following subject areas were suggested.

- **Communication**
  - Research into effective communication between parent/carers and school i.e. email, newsletters, text, post, letters home etc
  - Welcome evening / letter to new Yr 7s & new pupils generally
  - Homework policy (link with Governors)
  - Pupil targets etc
  - Info re pupil support – where to find it etc
  - School website

- **Resources**
  - Virtual Learning Environment (VLE) how it works, how we might help etc
  - Info regarding text books, ipads, laptops etc (links with learning style & fundraising)
  - Special Education Needs (SEN) – what is needed

- **Fundraising**
  - Funding available through parents working for Armed Forces, Barclays, Unilever etc re matched funding – organise letter to ask parents
  - Ask School Council (pupils) for suggestions. This had already been done, suggestions were: tablets / ipads, playground equipment e.g.house coloured benches, climbing wall, chess set…
  - Involve 6th Form students (skills / work experience)

8 Date of Next Meeting

Thursday 29th November 2012 at 7.30pm at
Hilbre High School in Room tbc by email