



Head Teacher: Mrs Sarah Horbury-Jakeman  
BA Hons (QTS), NPQH

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## Minutes of the PTA meeting held at the School on Tuesday 11<sup>th</sup> June 2019 at 19:00

- Present:**
- |                             |                        |
|-----------------------------|------------------------|
| Sarah Horbury-Jakeman (SHJ) | - Headteacher          |
|                             | - Chairperson          |
| Rachel Steiger (RS)         | - Treasurer            |
| Fiona Minney                | - Committee member     |
| Kirsty Wallis               | - Committee member     |
| Mrs Carnevale               | - SLT representative   |
| Jo Blencowe                 | - Staff representative |
| Kayleigh Targett            |                        |
| Katherine Rodgers           |                        |
| Kate N                      |                        |
| Marta Kepska                |                        |
| Sarah Gretton               |                        |

**Apologies:**  
Helen Smith  
Natalie Lella  
Tracey Thomas

The meeting opened at 19:00

The meeting was quorate.

<b>1.</b>	<b>Welcome and Apologies for Absence</b>
	The Treasurer, Rachel Steiger, chaired the meeting as Helen Smith sent apologies. The Treasurer welcomed everybody to the meeting, apologies as above
<b>2.</b>	<b>Urgent items that have arisen since the compilation of the agenda</b>
	Nothing was added to the agenda
<b>3.</b>	<b>Approval of the Minutes of the meeting held on Tuesday 30<sup>th</sup> April 2019:</b>
	Minutes approved and signed
<b>4.</b>	<b>Review of Term 5 events</b>
	<b>Quiz night:</b> Was a great success, a lovely atmosphere with some lovely feedback from parents and teachers who attended the event. The event raised £537.50.

Signed:.....

Date: .....

<b>5.</b>	<b>Finance update:</b>
	Current total of PTA funds: Quiz Night raised: £537.50 Current Balance of PTA funds: £4115.11
<b>6.</b>	<b>Review of future events and outstanding actions</b>
	<p><b>19.06.19 – New parents evening:</b> Due to the focus on school information for new families starting school in September, the PTA will have a presence there in the form of serving tea &amp; coffees and selling second hand uniform (Cross Embroidery will set up a stand but will not man it). The PTA will also provide a leaflet to go in the New Parents folder. KW – will man the second hand uniform stall children allowing. RS to provide float. RS/HS to produce the leaflet.</p> <p><b>04.7.19 – Family Picnic:</b> Letters have been sent out, now currently waiting for volunteer slips to come back into the office and teacher/support staff sign up for various activities. Preparations are well underway. Marta is looking for Lego donations. RS to reply to the Martial Arts team that are looking to come and demonstrate at the event to check they have liability insurance</p> <p><b>22.7.19: Year 6 BBQ:</b> RS, HS, KR &amp; KW have volunteered to help at the BBQ. RS to check coals for the BBQ and buy Burgers/Sausage etc. for the event.</p> <p><b>23.7.19: End of year disco:</b> HS &amp; RS are leads for this event. A letter for this event to be sent into the office for approval and sending out to whole school. FS &amp; Y1 will remain in their class rooms for this time, but this will be revisited for the December disco.</p>
<b>7.</b>	<b>Future funding streams</b>
	<ul style="list-style-type: none"> <li>• HS to send a draft letter for Sarah for approval</li> <li>• Companies will also need to be approved for us to approach them to ensure they are credible – this will be done by the school.</li> <li>• Tracey Thomas has done an outstanding job of researching, applying and now rolling out to all the parents the new CDC Lottery, which will hopefully help with our fundraising for the new outdoor class room. Well done Tracey and a very big thank you from all of us.</li> <li>• MK &amp; RS will apply for a grant via the Co-op which opens in August</li> <li>• The Shopping-online website, needs to be registered from the school, this will be investigate further and hopefully be ready for September</li> </ul>
<b>8.</b>	<b>Revamping of Facebook</b>
	MK has taken on the revamping of the Queensway PTA FB Page to raise our profile and advertise our events. The page has now been set up and now needs to be rolled out. This will be done via the old page in advertising the closing of the old page and directing them to the new site. It will be mentioned in the Newsletter and also a PTA letter.

Signed:.....

Date: .....

<b>9.</b>	<b>Year 6 leavers preparation</b>
	Everything is in place to do the year 6 leavers books, just need the pictures now and dietary requirements. Once all Year 6 students are in the Year 6 teachers will be able to complete these actions.
<b>10.</b>	<b>AOB</b>
	Sports day – the PTA to have a table of refreshments which will also raise awareness of what we are doing and how parents can get involved. KS2 24 <sup>th</sup> June– Katherine & Kirsty have agreed to man the table KS1 8 <sup>th</sup> July– Rachel & Helen have agreed to man the table
	<b>Date of Next meeting to be confirmed – possible 2 meetings, 1<sup>st</sup> to be a planning meeting of events for the year and 2<sup>nd</sup> to be business as usual, more to follow on this</b>

The meeting closed at: 20:10

Signed:.....

Date: .....