**Minutes of Extra-ordinary General Meeting (EGM) 30.1.19**

**Meeting Chaired by Kim Miller (Treasurer)- with 32 Adults Present**

Thank You for the amazing turnout of parents and teachers. This response has been overwhelming, and we very much appreciate everyone giving up their time to attend.

We called this meeting because at are last AGM we had the sad news that Vanessa would be standing down as Chair and we also had no one to fill the secretary position. This left us in the position that we could not legally continue and that we would be forced to dissolve the PTA

**Agenda**

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| **ISSUES DISCUSSED** | **DECISIONS MADE** | **FURTHER ACTIONS** |
| **New Constitution**- we will take a vote on whether to change the current constitution which hasn’t been updated since 1993. The current constitution restricts the involvement of grandparents, Aunties, uncles, carers and past parents with bounds of knowledge and experience. It will be updated in line with the relevant needs of the school and it will be easier to follow. We will legally become **‘Friends of Norwood’** using Parent Kinds (are current insurers) rules and procedures to register the new charity | -We took a **vote** to change the constitution- the vote was a unanimous **‘Yes’**  -We also then took a **vote** to change the name- the vote again was a unanimous vote ‘**Yes**’ for ‘Friends of Norwood’ | Re-launch meeting |
| **New Committee-** we declared the nominations for Chair, Co-chair, secretary and treasurer. We then took a vote and the end results were; | **Chair-** Anna Abram  **Co-chair-** Karrie Ann Peters  **Secretary-** Dawn Roberts  **Treasurer-** Kim Miller | -**Victoria Parr** also expressed an interest in training to become Treasurer- to enable Kim to have some relief in the future  -Also, to note that when MR Heskett retires next year the new caretaker’s role will involve later hours and they will be contracted to ensure the lock down of the school after events |
| **Class representatives/Link-** our goal is for one parent from each class to become a Representative and their main duty will be to communicate with other parents about upcoming events and promote ticket sales, this would be setting up a ‘What’s app group’, also to send out reminders to parents/carers, attend PTA meetings and encourage parents to come up with ideas and give feedback to help us make improvements for the future | Current teacher contacts to remain as **Kim Kaylor and Mrs McCarthy-** please note that we have a room available for storage for the next four years, which is great news as it can be quite a struggle leading up to Christmas and summer fairs | We may need to look at changing representatives in September if there are any class changes  **Office** to issue extra letter 5 letters for classes please so teachers can have spare at hand to increase attendance to events  **Teachers** to help identify whom of their class’s parents would be good at this role and willing to support our new committee- telephone numbers to be given into the office of possible reps  Follow up |
| **Feedback**- create a questionnaire for parents/carers to receive feedback and ideas on events, fund raising, suggestions, reasons on not attending events, give constructive criticism or positive reinforcement**.** | Give more feedback on what we have achieved, create a PowerPoint presentation to run during the start of year information sessions to promote parent involvement and visually show the parents what we do here at Norwood Primary School | *Assisted by Jessica Hetherington* |
| **Communication**- This can be our biggest downfall and we are committed to make improvements. Digital, face to face, oral, written and visual! We will try to improve notice boards, hold a new relaunch for ‘Friends of Norwood’, give out flyers, keep the website updated and create a new positive Facebook group. We would also like to produce a large banner with the new logo ‘Friends of Norwood’ | Parents need to know more of what the PTA does, what has it has achieved and what is looking to achieve. It has been made aware that not all parents understand the goals of the PTA;  Create and positive, inclusive school community  Provide extra opportunities for the children  Fund raising for extra equipment  Offering extras to enhance education | *We will try are best to give more advanced warnings on all future events* |
| **School disco**- suggested that we start the event earlier next time, Year R and 1 to attend their disco 2-3pm, bringing the event to an earlier close and to ensure more children attend the event. This would class as part of their golden time and all the teachers present agree | Mr Dumbell has agreed to bring the disco forward to start at 2pm. Date confirmed as 15th of March to coincide with mufti day | Double check with DJ Andy on times and date  Notice to display in staff room for Teacher volunteers  Organise cone makinh |
| **Year six-** children to be more involved with the PTA, events, promotional activities, ice lolly Fridays, stalls and other events. The year sixes are enthusiastic and willing to help, but do need to be supervised  **Massive Thanks**- the teachers would like to say a massive thank you to the PTA for all is has done, the efforts they put in and all they have achieved. They would like to say how much of a joy it is to have a PTA and the events they put on really help bring fun to the children. Thank for giving up their time to support the school and a special thanks to Vanessa and Kim for all the consent hard work, blood, sweat and tears they have put in. We are all here to work together to make the children’s educational experience a more enjoyable one  **Moving forward** will would like volunteers to take on the responsibilities of specific roles ‘i.e. stock control of the tuck shop or the kitchen coordinator. This will enable us to break down the responsibilities of ‘Friends of Norwood’ and give ownerships of roles or events to specific individuals. This will also help relieve some of the time spent chasing up and organising volunteers for events, we seem to spend a lot of time doing this. We need to try and break down the barriers, bringing parents together, hopefully the link for each class will help promote this. We want our image to be fairly represented and get more people involved | | |

Thank You again for all staff and parents that attended today and whose who wanted to be here to, it was a fantastic turnout, a highly informative and has given us all hope and positive outlook for the future of the PTA