

PINWOOD FRIENDS ANNUAL GENERAL MEETING 6th NOVEMBER 2017

Present: Claire Guyett - Chair
Jan Norris - Vice Chair
Tracey Chandler - Secretary
Sarah Levis - Treasurer
Jenni Elliott
Lin Quarrell
Carol Jolien
Zahra Bhatti
Julie Treadway
Laura Faulkner
Jade Parry
Lesley Rogers

Apologies: Michelle Baker
Louisa Jewiss

1. Welcome to all members present and apologies for absence accepted.
2. Minutes of previous meeting agreed.
3. Matters arising.
 - Reading Corner development postponed. Money returned to PTA.
 - All DBS checks up to date.

4. Treasurers Report noted.

5. Elections

CG nominated as Chair – seconded TC. AGREED
JN nominated as Vice Chair – seconded CG. AGREED
SL nominated as Treasurer – seconded JN. AGREED
TC nominated as Secretary – seconded SL. AGREED

6. Any Other Business

- It was agreed that the remainder of the meeting would be held as the formal Pinewood Friends Meeting for November.

1. Parent/carer class representatives.

- JE proposed having a representative per class to improve communication with the academy. Each rep. would set up a WhatsApp group and this would be used to communicate issues/key dates. E.g. Lost uniform, date for school photos. This was agreed by all. A sign up letter would need to be drafted. JE to ask her son's

school about borrowing their letter. JE to arrange a meeting and ask parents/carers at class assemblies.

2. Parent/carer questionnaire.

- TC presented results from questionnaire. A quiz night and family disco were the most popular. All returned questionnaires were entered into a prize draw. Mark Rowe won a bottle of wine.

3. Christmas Bazaar 8th December:

- Date changed as original date clashed with the Collier Row Christmas event.
- Proposed stalls –
Face painting. JE agreed to do this as long as she had help. JE to check paints and purchase new ones.
Crafts – decorated biscuits and tree baubles. JN to check the range for tree baubles.
Gift tombola and raffle. TC to ask for donations on parent newsletter. CJ offered to ask her dad to donate art work for the raffle.
Glitter Tattoos. TC to purchase new ones.
Name the Bear. LF agreed to purchase the elves from The Card Factory.
JN proposed doing a sweet tombola where by parents send in jars of sweets. JN agreed to produce a letter to go out to parents.
Refreshments. Agreed on pizzas and hot dogs. TC to ask Nancy and Kelly to help.
- Father Christmas. TC to ask Chantelle Warner and Danielle Wilsher about being Santa and his elf. Selection boxes to be used for Santa gift. LF/JP agreed to buy.
- Christmas Tree to be put up by Pinewood Friends on Thursday 30th December @ 3.20pm. CG to buy lights.
- Cage to be sorted out. Date TBC
- TC to ask for volunteers and put list in the staffroom for Teachers and TAs.
- Letters to be sent to parents advising of Bazaar and sale of Father Christmas tickets. TC to send all letters to Karen.

4. Essex Pass

- TC explained how the pass works. SL proposed sending them all back for a refund. All agreed to try to sell some first before returning. TC to arrange.

5. AOB

- CJ asked about a Zebra Crossing at the mini roundabout by the new housing development. JE explained that the academy are working closely with the local authority to stop illegal parking at both entrances to the academy, but had not had a discussion in regards to a zebra crossing. CJ agreed to contact the council about a crossing. TC agreed to organise a petition.
- SL proposed using WhatsApp as a means of communication for Pinewood Friends. TC agreed to set a group up.

6. DATE OF NEXT MEETING 8th January 2018