



Minutes of Committee Meeting

Wednesday 7th October 2009

8 pm

Conference Room, The Abbey School Kendrick Road

Present: Lisa Garthside, Nicola Hughes, Nicola Spillane, Navita Doshi, Becky Mellor, Leigh Hall, Ian Wilkinson, Emma Kinsella

Apologies: Paul Doctor, Dawn Davis, Cigdem Gogus, Gary Bedford, Felicity Rutland, Farida Kamara, Karen Butroid

1. Review of events
 - a) Bollywood : 25 tickets remaining, advert in gateway again and U111 meeting.
 - b) Calendar: lots of helpers (4 on the planning committee, 9+ on the day!), issue with getting birth months but working on that.
 - c) Christmas Fair, need for lights/ decorations and helpers on Friday (27th) and Saturday (28th)
 - d) Childrens Parties, advert in gateway,
 - e) Quiz 29th Jan, fish and chips. Leigh and Becky to help.
 - f) Ball going smoothly, 150 tickets known to be wanted, on sale 7th Nov

2. Ideas for Future Events
Christmas Evening Event: carols, concert, nibbles/ drinks
Summer Prom for Juniors (Prep – L111) indoor and outdoor, dancing, Dads to dance, hotdogs, late afternoon 4.30 – 6.30
ACTION: Nicola and Emma to raise with school

3. Dad's group
15 people in total interested, 8 from Gateway plus 7 others. Well done Ian.

4. Stevensons Meeting
Nicola Hughes, Wendy Feist, four from Stevensons incl MD. They want to see how we can work with them, in terms of opening hours and stock supply etc. Another meeting in Jan to discuss new September term.
Apologised about back to school problems (cheque for £1000 part of apology). Nicola to draft letter to Stevensons and an entry for the gateway letting all know about the donation but that this does not remove the issues of quality and service.
ACCEPTING CHEQUE NEEDS TO BE DECIDED AT NEXT MEETING AS WE WERE NOT QUORATE
Quality vs Cost : the school requests the uniform is made in the UK, but there are fewer and fewer manufacturers and the costs are higher than if made overseas.



Stock levels: nothing is held at Len Smiths in Twickenham or at Stevensons in St Albans – everything is at the shop on Kendrick Road. This needs to be communicated to parents!

Also 60 days for returns as long as receipt still attached – also needs communicating

ACTION: Nicola to progress, poss advertise for a larger committee nearer the Jan meeting. Nicola to raise any need for support

5. Committee Meetings

Discussion around meeting attendance. Feeling that those who are elected committee members but consistently do not attend meetings make it difficult to vote / agree anything. Others who are not elected do attend meetings. We need some way of ensuring attendance. Ideas discussed (but not agreed) include:

- Ordinary members elected only for 1 year
- Minimum commitment to attend at least half the meetings in the year (out of total of 7 meetings: 3 OGM with teachers, 3 Committee / parents only, 1 AGM).
- Anyone not attending 3 consecutive meetings without strong mitigating circumstances should be asked to leave the committee.
- Also discussed viability of Chair from Junior / Senior and Vice from the other school. This may need to be an ideal but not a necessity.
- Some of these, if agreed require a constitution change. This should be included in the AGM

6. Roles

Current vacancies were discussed and the following are likely to stand:

Lisa Garthside: Chair

Becky Mellor : Treasurer

Cigdem Gogus : Secretary

Leigh Hall & poss Nursery mum : Marketing

Paul Doctor: Webmaster

Emma Kinsella and Nicola Hughes: joint Social Secretary

Navita Doshi: Notice Boards

The Following are standing down from current roles:

Paul Doctor: Chair

Becky Mellor as Webmaster

Veronika Keates: Treasurer (and standing down from committee)

Dawn Davis : Social Secretary

Karen Omoniyi (from committee)

Nigel Vaughan (from committee)

(Lisa has emailed Stuart to see what he wants to do re 500 club)



Vacant:

- Class Rep Co-ordinator
- Dad's liaison officer
- Sub committee (primarily cycle training)

The day of the meeting was raised as this is preventing some people who are interested in joining the parents association attending. It was agreed that any of Monday – Wednesday would be OK and that rotating the day may be the best option.

7. Voting in Public

Some are uncomfortable with voting in front of teaching staff, particularly if they are voting against a funding request. It was suggested that the requests should be presented and points of clarification discussed and that the staff then leave so that we can discuss amongst ourselves and vote.

8. Second Hand Shop

A number of people are interested in shaping the future of the second hand shop (Ian, Becky, Julie Richmond, Nicola H, Leoni). There are a number of ideas which need to be discussed further and a plan of action agreed. A separate meeting is to be set up.

The ideas include (but are not limited to):

- sell new items eg stationery, music books, other books
- clearance sale
- improve stock taking/ quality/ appearance of shop
- rebrand
- sell or more likely have stock list on a website

ACTION: Ian to agree date for meeting

9. Data Protection raised as a possible issue.

Lisa has looked at the ncpta website and found the following, which suggests this is not a concern:

Good Practice - data protection

Guidance on the implications of the Data Protection Act, for PTAs.

To help improve communication between members, and to assist with the organisation of events, PTAs are increasingly collecting, storing and using personal information about their members; including home address details, telephone numbers and/or email addresses.

The collection and storage of this type of personal information is governed by the Information Commissioner under the Data Protection Act.

However, because a typical association will usually only hold personal data (on other members of the committee or association)



'...for the purposes of establishing or maintaining membership or support for a body or association not established or conducted for profit, or providing or administering activities for individuals who are either members of the body or association or have regular contact with it' (Notification Exemptions, A Self Assessment Guide, the Information Commission's Office)

they are exempt from registering, as a data controller, with the Information Commissioner under the provisions of the Data Protection Act.

The fact that your association holds personal data on committee and/or association members does imply you have a duty to use this information responsibly. The Information Commission's Office has published the following list of questions that you should ask yourself:

- Do I really need this information about an individual?
- Do I know what I'm going to use it for?
- Do the people whose information I hold know that I've got it and are they likely to understand what it will be used for?
- If I'm asked to pass on personal information would the people about whom I hold the information expect me to do this?
- Am I satisfied the information is being held securely whether it's on paper or on computer?
- Is my website secure?
- Is access to personal information limited to those with a strict need to know?
- Am I sure the personal information is accurate and up to date?
- Do I delete or destroy personal information as soon as I have no more need for it?

Only data that is necessary for the purposes of the association should be collected and held. Personal data on any individual that ceases to be a member of the association should be deleted or destroyed and the association should have a clear policy about who has access to the information held and about sharing this with third party organisations.

How you store and use information (including whether or not any third party will be given access) should be made clear at the point when the personal data is collected. Best practice would be to collect personal data using a pre-printed sheet which clearly states how the information will be used and what will happen to it when any individual ceases to be a member of the association.