



Peponi House Preparatory School

From the Parent Teacher Association

PEPONI HOUSE PREPARATORY SCHOOL

Minutes of the AGM PTA Meeting held at 4.30 p.m. on Wednesday 2 November 2011 in Mrs Sandy Mwai's Classroom.

Attendees

Present	Present	Apologies
Sophie Mannhardt	Anisa Vohora	Alfie Fazal
Petra Somen	Sapna Dadhley	Debbie Speakman
Priti Shah	Angelique Weber	Katie Donaldson
Katie Wedd	Sejal Shah	Sabine Kontos
Maya Ndubai	Peter Huljich	Arabella Akerheim
Soraya Janmohamed	Wendy Schuit	Patricia Kariuki
Kaela Miller	Cecilia	Pedro Espinosa
Vinaya Pinto	Ambreen Jamal	
Ruby Bedi	Natalie Roberts	
Shakira Khawaja	Erica Kenyatta	
Vishy Talwar	Alix D'Ansembourg	
Robert Blake		
Anjali Patel		
Tehzeen Kantaria		

Agenda

Apologies
Review and approval of previous minutes and matters arising
Update on Social and Fundraising Events
PTA Charities
Treasurers Report
Security
AOB

Minutes

REF #	ITEM	ACTION
1	Approval of minutes of previous meeting and matters arising:	PTA members
1.1	Minutes of the meeting held on 15 September 2011 were approved. Proposed: Sophie ; Seconded: Vinaya	



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2	Update on Social and Fundraising events	
2.1	<p>Sophie has sent an email around to the Class Reps with details of the events for the year discussed and agreed after the lunch arranged after the last PTA meeting.</p> <p>Triathlon: Sunday 6 November. 96 entries and the marshal volunteer sheet was sent around for additional assistance. Sophie to send out another reminder on it. Deadline for payments on sponsorships is 9 November.</p> <p>Table Top Sale: Friday 11 November from 2.30pm to 5.30pm. Time increased to cater for parents coming after work. So far there are 28 vendors. Various logistics discussed regarding food and alternative arrangements depending on weather.</p> <p>Fete: February 2012. For adequate planning, a committee has been set up and a request was made for volunteers. Please get in touch with Class Reps or Sophie.</p>	Sophie/ Class Reps
3	PTA Charities	Sophie
3.1	<p>Year Group Charity for Year 7 yet to be decided. 4 charities were introduced to the PTA – St Peters School for the Mentally Handicapped; Kangemi Resource Centre; Remand School; Don Bosco Eye Clinics.</p> <p>The Remand Centre was selected through a vote for the Year 7 Charity. Kaela to provide more information on it to those concerned.</p>	Kaela
3.2	<p>A thank you note has been received from The Nest and has been put up on the board at the bottom of the stairs by Mr. Blake's Office. We have also received a newsletter from KAWA which was passed around at the meeting and is available if anyone would like to see it. It was reported that the Year 5 handover report was still outstanding.</p>	Class Rep Yr 5
3.3	<p>Farasi Lane: It was discussed that there should be interaction with the children over Christmas. Sophie to liaise with Phillipa.</p>	Sophie
4	Treasurer's Report	



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4.1	Katie explained to the Class reps and new parents present on how the funds of the PTA are raised and used. It was agreed through voting that as there were extra funds, Kshs 70,000 would be given to the Kangemi Resource Centre and Kshs 30,000 to the Don Bosco eye clinic	Katie
5	Security	
5.1	Robert explained that in light of the current security situation in the country, the school has increased guards, improved barrier control inspected the fences. Apart from this the children are aware of a lockdown procedure, a security survey has been done by an expert, there is a tracking system on the buses and the school trips are reviewed for security. The various schools are involved in discussions on sports fixtures and the Farasi Lane security has also been improved. He reassured parents that the school will at no time put any child or member of the school at risk and security procedures are constantly being reviewed	Robert
5.2	<p>Concerns raised were:</p> <ul style="list-style-type: none"> • Car park security and lighting during evening school events: the suggestion to have motion sensor controlled lighting was discussed and Robert agreed to look into this • Review of all Access Points into school: The kitchen gate was one concern and again the school will be looking into this as well as improved barrier security and the suggestion that gates be introduced. • Children pick up procedures: A concern was raised that collection of children after school needs to be monitored more closely. Parents were requested to send in their suggestions on this matter and these will be reviewed and discussed. Certain measures such as a checkout register and identification cards for those collecting children as well as collection of Junior school from classrooms were tabled for further review, although the logistics of such measures are complicated. 	Robert and Parents
5.3	It was agreed that a reminder be sent out to parents to discuss safety and security issues with the children to reinforce such concepts.	
6	AOB	
6.1	Car Park: It should be noted that the car park is NOT managed or manned or controlled by the PTA. The PTA members agreed as parents of the school to assist with policing it to ensure that rules are followed and courtesy and order are maintained. It was noted that guards need to be continuously trained and parents and drivers are urged to be courteous and allow them to do their jobs.	



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	The parent body has an obligation and responsibility to drive carefully and follow the rules set up by the school.	
6.2	Support Staff Christmas collections: Hampers are given to support staff as an acknowledgement by parents of the hard work that they do. This activity will be organized by Priti and a note sent out.	Priti
6.3	Bullying: Any issues relating <u>to the recent anti-bullying assemblies</u> should be addressed to Mrs Sandy Mwai, who arranged them.	
	DATE OF NEXT MEETING	
	There being no other issues, the meeting ended at 6.00pm. Next meeting in the new term and date and venue to be confirmed.	



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