

Minutes of the PTA Meeting held at Branton First School on Thursday 21st May 2015 at 1pm.

Present: The Chairperson, Treasurer, Sarah Nelson, Theresa McCann and the Secretary.

The Treasurer presented the Treasurers report to all those at the meeting. The Treasurer also told everyone that the Air Ambulance school bag collection had raised £97.60. It was discussed that this was not a great sum of money and it might be worth looking into a different organisation who does bag collections for next year. Although it was agreed that the Air Ambulance is a charity which is thought of, very highly, by local people so should not be forgotten about.

The Chairperson asked TMcC what format the PTA should follow with regards to the budget going forward. TMcC explained that the PTA finances need to be presented once a year to the Governing body. TMcC suggested that a good time of year to do this would be September at the start of the new School year. It was also suggested that the Treasurer should do a summary of the accounts hand over. The Treasurer agreed to do this.

TMcC said that in the future the accounts could be signed off by Mr Roughton and TMcC explained that to do this she would need to present the accounts with the Cheque Stubs, Cheque Numbers and receipts. The Treasurer agreed that this was a good idea.

The Chairperson asked if it was obligatory for the accounts to be uploaded onto the School website. TMcC said that as far as she was aware it was the correct format in order to be 'open'. The Treasurer said that she would check with the PTA to make sure of this.

TMcC showed everyone the School Budget Data graph and talked the committee through what had happened in the past and what the projections were for the future.

The Chairperson said that she thought the PTA were keen to help fund the school swimming and wondered what sum, would be appropriate, to cover the cost of this and the transport to the swimming pool. TMcC checked her file for what the costs had been in the past and it was agreed by everyone that a sum of £2000.00 per financial year would be adequate to pay for swimming.

The Chairperson said that she had wondered about writing to all teachers and members of staff within the school and ask them to write down their 'wish list' for what they would like to better the school. Everyone agreed that this sounded a fair idea. TMcC asked if perhaps the letter could also extend to Parents and Pupils of the school so there was broad feedback. The Chairperson asked the Secretary to write a letter to Teachers, Staff, Parents and Pupils in September asking for their wish list and then once all letters were returned the PTA would arrange a meeting and decide what we would raise funds for.

TMcC discussed the outdoor play equipment which had recently been purchased explaining that it was a great success already. The treasurer asked TMcC for the invoices for the ride on toys etc. and also the iPad's.

The Chairperson asked everyone what would be an appropriate 'buffer' amount of money that the PTA account would not go below? Everyone agreed that we would never let it get below £2,000.00.

The Treasurer asked about the funding of transport for School trips. It was felt that for the recent Vindolanda trip it was quite an expensive contribution request at £15 per pupil. The Chairperson said that she felt that this is something the PTA would like to be able to help contribute towards as trips were important. Sarah Nelson suggested that perhaps there could be a cap put on contributions towards transport of say £10 per pupil. It was agreed that the PTA would offer to top up on shortfall of any transport to school trips in the future.

TMcC explained that there was a trip to Holy Island in the pipe line and that she was waiting for transport quotes to come back from the bus companies. TMcC presumed that the cost of this would be about £150. The PTA agreed to fund this transport.

The Chairperson said that she thought it would be nice to write a Thank you letter to all parents for the fundraising we have recently done in the Charity Shop, Barter Books and the Air Ambulance bags and state what was raised for each venture. The Secretary agreed to do this.

The Secretary reported that the West Percy Hunt Supporters Club had approached her to run a Sunday Lunch in the Marquee at Glanton Pyke Farm on Sunday 20th September, following the Hunt Ball to raise funds for Branton and Whittingham First Schools. The Secretary also said that some help from parents would be needed to help tidy away after this event. Everyone agreed that they would be in favour of this. The Secretary asked TMcC to discuss this with Mrs Ryan.

The Chairperson wondered if it might a good idea to have a school disco before the end of the Summer Term. It was agreed that there would not be time now and that as there was going to be a Tea Dance for the school's Birthday fairly soon it was not necessary. The Secretary suggested that we look at doing a Halloween School Disco in the autumn. Everyone agreed this would be a fun idea.

The Chairperson thanked TMcC for attending on behalf of the School and it was agreed that the PTA would invite a member of staff to attend all future PTA meetings.

Meeting Finished 2.20pm