

PTA Meeting - Monday 4th July 2016, held at Branton Community 1st School at 4.30pm.

In attendance: Abi Wilson, Diane Laws, Sarah Rogerson, Zoe Ryan and Coco Oates

The Vice Chair began the meeting saying that she felt the fete had been a success and praised all those involved. She suggested to Zoe that we should keep the connection with the 'Hear Abouts' magazine and send regular information about the school. Zoe agreed to follow this up.

The treasurer passed everyone in attendance a Financial Report which showed the breakdown of the income and expenditure and showed a total profit of £980.76. The treasurer reported that there was still some income and donations to be handed in and so the profit could increase.

The Chair Lady agreed that the Fete had been a success and suggested that we discuss what worked and what did not work at the Fete.

It was agreed that the Catering had been a success and that by keeping it simple it worked well, made a profit and there was no waste. The Chair Lady said she thought that in the future we should advertise the food more as this may attract more people to the event!

It was discussed that in the future we should consider asking people to pay for the Face Painting and Pony Riding as they were both very popular and always had a queue waiting.

The Chair Lady asked if we thought that the fete should become an annual event or every two years. It was agreed that it should be an annual event. The treasurer asked if it would be better in the Summer Holidays when potentially more families could attend. Zoe mentioned that during the summer holidays it could become difficult to access the building for setting up etc and that Mr Davidson goes on holiday twice as well as staff and of course families. It was agreed that during term time would be best, June is a good month and fits in with school activities. Although this year it did clash with a number of other things and so we should try and avoid this next year.

The Vice Chair said that next year we should possibly include the community more by asking the Church and WI to have a stand and perhaps have a Car Boot Sale in the Car Park. It was agreed that this should be explored next year.

The treasurer referred to the financial breakdown and said that she felt that the entry price and raffle at the entrance had been the largest income which suggested that the £1 entry was a perfect price. It was discussed that next year we could give all the pupils some raffle tickets to take home to sell to family and friends who might not be able to attend and then the profits of the raffle could improve again. It was agreed that the raffle had been a success and that we should run two good raffles a year. One at the fete and one at Christmas time at the performance. The Vice Chair said that we should start finding raffle prizes now for December and then meet in January to start planning the fete and start looking for raffle prizes.

The treasurer wrote down a list of the months of the year and asked if we could discuss what events we were planning on having over the next 9-12 months. It was discussed that normally in September we host a Macmillan Coffee morning and last year we had a cake stand to raise funds for the PTA. It was agreed to do this again, probably on the 30th September.

It was agreed that we will again host a Halloween Disco at the end of October on Monday 31st and we will again make it a community Disco and invite local schools. The PTA will arrange and prepare the food and book a disco. Abi agreed to book the disco and get prices for Ingram and Powburn village Hall for the venue. It was discussed that this is not a fundraising event as such but that this year, we will leave donation buckets next to the buffet table.

The Chair asked Sarah if she could please enquire about hosting a coffee morning in the Glendale Hall in Wooler as we did last year. It was discussed that November would be a good month and Sarah agreed to enquire. A pub quiz in the Queens Head was also discussed for possibly November. Abi agreed to speak with Lisa about hosting it and Claire about running the quiz.

Zoe informed the committee that the School Christmas Performance would likely be the 9th December. The committee agreed to again hold a Silent Auction, which had been a success last year and it was agreed to do a raffle again. There was some discussion about having a stand and selling gifts but it was agreed that the hall is usually very full and busy and there would not really be room.

It was also discussed that hopefully Claire Wood would run the Webb Ivory shopping in December. Abi agreed to speak to Claire regarding this.

Sarah asked if there would be any fundraising events in January and it was discussed that we do not normally do anything in this month but we would probably have our first meeting to plan the Summer Fete.

Fundraising for the extra class room/porter cabin/extension was discussed and Zoe informed the committee that at the Fete three of the councillors had mentioned that they would provide funding. Zoe said that we should be getting some estimates for extending in the near future so we will know where we are then. Diane agreed to find out about the Wind Farm Funding which Eglingham were due, to see if anything had moved forward with this. Diane agreed to speak with Di Faulkner.

The Chair said she would look into Super Market 'bag packing'. Abi said she would write some letters to some super markets but that she needs a Charity number to include in the letter. The treasurer said she would investigate a charity number and give to Abi.

Following the Summer Fete it was agreed that the children would do some 'thank you letters' for the fete. It was agreed to send thank you letters to Len, Louise, James Shell and Sybil Telford.

The treasurer said she wanted to run through a few things regarding her recent new role;

- Sarah said she had added Coco to the PTA trustees as there should always be three.
- Sarah explained that she does not like doing the double entry method of book keeping and had adopted a spread sheet, which everyone agreed they were very happy with.
- Sarah explained that the mandate sheets needed to be changed.
- Sarah checked if it would be ok for the year end accounts to be sent into Diane's accounts department at work again this year? Diane agreed that the year end account audit would be taken in to her office in August and that she would investigate what is needed and let Sarah know.
- Sarah asked for confirmation that the Treasurers Report was needed for the Governors meeting by the 27th September and Zoe confirmed this.

It was discussed that it would be a nice idea to buy Helen Cowens a gift as a thank you for her work she did as the Treasurer. It would be a good idea to present it to her at the end of term. It was agreed to buy her some flowers and a bottle.

The Chair thanked Sarah for all her recent work

Summer Events were discussed. Diane asked if we could do the Friday play dates in school again as we had done the previous year. It was agreed that this would take place again. It was decided that this would be put on the website, sent out in a letter in school bags, posters in the local areas and on the school Facebook page to advertise it.

Next PTA meeting – Monday 19th September at 4.30pm.