

The Branton Community Primary School PTA Annual General Meeting held in school  
on Wednesday 12<sup>th</sup> October 2016 at 4.30pm

Present: Abi Wilson, Sarah Rogerson, Jean Woodbridge, Rachel Plunkett, Zoe Ryan and Coco Oates

Apologies were accepted from Diane Laws.

The Chair asked if everyone had seen the minutes from the last AGM which had been circulated in advance via email. Everyone agreed.

The Chair asked for the positions of committee to be elected. Sarah explained that the current constitution advises that people should not stay in office more than two years. The Chair, Vice-Chair, Secretary and Treasurer all stood down. All positions were proposed and seconded. In Diane's absence Abi proposed her as Vice Chairperson and Sarah seconded this. Abi confirmed that the committee going forward would be as follows:

The Chair – Abi Wilson, Vice Chair – Diane Laws, Secretary – Coco Oates, Treasurer – Sarah Rodgerson.

Committee Members are Jean Woodbridge and any other school parents who may like to get involved at a later date.

The Chair read her report:

*Once again over the last academic year, Branton First School has had numerous obstacles to tackle, achieve and learn from.*

*We now move forward as a Primary School, which in its self, is very exciting and challenging.*

*The PTA 's fund raising support really does help our very small school, at so many levels - from, contributing towards community events, buying tea, coffee and milk and paying for additional school transport, which allows school to offer so many extra activities throughout the year, which covers all age groups.*

*Everyone's support, within this community school, is really really appreciated, however, we always need more help, more ideas and more money.*

*So, let's keeps moving forward and embrace everything about Branton , that it has to offer.*

Treasurers Report – Sarah reported that although Diane was unable to make the meeting she had been in touch and the accounts had been looked were fine. Zoe asked when the accounts needed to be submitted. Sarah reported that as soon as the accounts were returned to her she would submit them to the charities commission. The Treasurer reported that going forward and considering the accounts she was sure there would be some large expenditures coming up with regards to building projects in the school. The treasurer asked what the thoughts were on future expenditure. Zoe explained that the Governors had a building committee, chaired by Tom Oates and they are looking into the

possibilities of expanding the school and Zoe thought that the project may cost around £70-£100,000 but a lot of information was still needed. Sarah asked if the building committee might be able to filter information through to the PTA to what might be needed in the future. Sarah said for example the PTA could possibly fund any furniture needed or other class room facilities. Sarah asked if some members of the PTA could join the building committee so that we were in the loop with projects going forward, so we might be able to fundraise accordingly.

Sarah reported that with regard to the PTA Insurance we need to change all the names from 'First' School to 'Primary' to include the new age range as otherwise we will not be insured. Sarah agreed to change the names on the relevant documents.

Sarah produced the current governing document which she explained was very out of date and needed to be updated. Sarah said she had found a charitable association's model constitution, which she said she would use to help her to update the governing document. Zoe suggested going on to the PTA website to look at those constitution models as it would be 'school specific'. Sarah agreed to do this and draft one up. Sarah said she thought it was a good time to do this with a new treasurer and the school becoming a Primary School. Zoe reiterated that everything needs to be transparent, so that there is always a paper trail, so everything can be followed up and explained. Sarah said she was unaware of the name or position of the man at Diane's work place who was checking the accounts. It was agreed that it would be helpful if Diane could provide this information for the paper work.

The Chair explained that Jean had kindly agreed to be the 'face' of the Branton PTA as she was at the School gates each morning and afternoon and so parents have the opportunity to ask or enquire about anything should they like. It was agreed that her position should be made public and Coco agreed to have it put in one of the letters going out soon.

Abi explained that she would like to discuss some of the fundraising ideas coming up.

Abi had recently received an email from easyfundraising and it became apparent that the account name would need to be changed to include 'primary'. Zoe suggested that it became 'Friends of Branton and Beamish' to avoid the name being too long and make it easy to remember. It was agreed that the email should then be forwarded to all parents and also sent out in a letter or perhaps on a business card. It was discussed that this was a very easy way to raise funds and should be circulated to as many parents and family, friends as possible.

Abi reported that Claire Wood had kindly agreed to run the School Pub Quiz again. Lisa Chisholm, from the pub, had also agreed to host the quiz once again and said that Mondays and Wednesdays were the best evenings to have it. It was suggested that the date might be Wednesday 30<sup>th</sup> November and Abi agreed to confirm this date.

Abi asked Sarah if she had found the contact and number for the Wooler Coffee Morning organiser. Sarah had been unsuccessful and so Zoe suggested that Gill Thomson would have this contact. Zoe agreed to ask Gill Thomson for this.

Halloween Disco – Abi informed the committee that the Village Hall was a good price of £20 to hire and Sarah confirmed she had paid them. Abi explained that the Disco was £70 and that this should be paid in cash on the night. It was agreed that there would be contribution

buckets next to the food. Zoe asked if we could produce a flyer with details of the event that we could hand out to Toddlers group and nursery this week as well as the rest of the school. Coco agreed to do a Facebook invite also for the event.

Abi asked at the sharing assembly if we could run the second hand uniform table. Zoe agreed to this and said that there are some items in school.

Coco asked if anyone knew if Diane had been into Barter Books and Zoe said she thought that she had and that there was money on the account. It was agreed that we would ask people to donate money to Barter Books if they were having a clear out into the Branton account.

Abi asked if we could organise an informal PTA meeting to arrange the various fundraising activities at the School Christmas Performance. It was agreed that whoever could make it would meet on Tuesday 18<sup>th</sup> October at Abi's house at 9.15am. It was agreed that we needed to arrange the Silent Auction prizes and the raffle. Abi agreed to approach Laura Capper about the Cake stall and ask whether she would like to be involved or to hand it over to the PTA to arrange. Zoe asked that, if Laura was able to attend the performance, that this might be a good time to present her with a leaving present.

Zoe informed the committee that there are a few trips coming up this term including 3 trips to the theatre and a trip to Alnwick Gardens and Zoe asked if the PTA might be able to help fund either the tickets or the transport or both. After some discussion Abi asked if we could have a list of all the costs and then it was agreed that when some members of the PTA meet on Tuesday 18<sup>th</sup> that they make a decision as to how much they can contribute.

Abi mentioned that she would like to organise a Joules Clothing Sale to raise funds and she explained that she had already been in touch with Alice who had a good contact with the company. Abi agreed to follow this up this week.

Coco mentioned that she has been given a copy of the Country Living magazine by Diane Faulkner who had pointed her to an article about a small rural school in Yorkshire who had struggled with the threat of closure. Coco explained that they promoted their forest school and outdoor learning facilities and Coco said she thought that this is perhaps something which Branton should promoting. It was agreed that Coco would try and contact someone from Living North magazine.

Zoe explained that Glendale Middle School would unfortunately, not be able, to supply a Christmas Lunch for Branton this year and Zoe asked if the PTA had any suggestions. It was agreed if the PTA were allowed to use the school kitchen that they would provide, cook and serve a Christmas lunch. Zoe said we would need to check with Theresa with regards to this. It was thought that it would be best if one of the PTA had a Hygiene Certificate and Jean suggested that maybe Coco could do this. Coco agreed that she would ask Theresa about this.

Date of Next meeting – Informal meeting at Abi's house on Tuesday 18<sup>th</sup> October 9.15am.