

MINUTES OF THE BUDBROOKE PRIMARY SCHOOL PARENT TEACHER ASSOCIATION
MEETING

3 October 2018, 6.30pm – 7.30pm in the School Hall.

In attendance: Paul Wightman (Chair), Heather Bailey, Charmaine Dibben, Lynsey Mason (Secretary), Craig McKee (Head Teacher), Keri Purnell, Claire Wightman.

1. Apologies and Welcome

- (a) Apologies were noted from Liz Appleyard, Mark Crawley, Nathan Green, Matt Halford, Rachael Keys, Georgina McCarthy and Angela Scott (Treasurer).
- (b) The Chair welcomed all attendees.

2. Minutes from the 2018 Annual General Meeting

The draft minutes of the AGM of the Budbrooke Primary School PTA, held on 17 September 2018, were approved.

3. Treasurer's Report Update

The Head Teacher confirmed that the former Treasurer had brought the PTA accounts into the School and that these had been passed on to the new Treasurer, Angela Scott. The final figures would be published as soon as the PTA received these.

4. PTA Facebook Page

- (a) The Chair noted that, despite several attempts to ascertain which of the former Committee members had Admin rights to the PTA Facebook page and who was the page owner (in order that these permissions could be transferred to the new Committee members and the page used to publicise and promote the work of the Committee), this information was still not known.
- (b) It was agreed that a further round of follow-ups would be undertaken in an attempt to transfer control of the page to the current Committee members.

5. Initial Purchases by New Committee

- (a) Various ideas were discussed and considered and it was agreed that, as part of the Committee's relaunch (and subject to confirmation by the Treasurer of there being sufficient funds in the Committee's account), it would spend a sum of £75 on each class (nine in total) in the purchase of wet play games/toys/equipment.
- (b) The Head Teacher would contact the class teachers and ask them to ascertain preferences within each class, noting that choices would then be fed back to the PTA, which would purchase the items and then present them to each class in an assembly. It was felt that this would be a very positive way for children and parents to see how their fundraising directly impacted the children's experience at School.

6. Discos

- (a) The Committee acknowledged both the popularity and profitability of the discos and agreed that a series of three dates would be put forward by the School for the forthcoming academic year, noting that these would be on a Thursday and would start at the earlier time of 5.00pm (which would then be reviewed if this did not enable a good level of support from both attendees and organisers/supervisors). The disco sessions would therefore be from 5.00pm - 6.00pm and from 6.15pm - 7.15pm.
- (b) Once the dates were agreed these would be communicated to parents/carers and the planning for the discos, including requests for support, would commence.
- (c) The Head Teacher would look into the feasibility of having Teacher helpers at the discos.
- (d) The Committee discussed the possibility of arranging an alternative early evening event for those who would prefer a more sedate activity, noting that a film night could fulfil this criteria, and that this would be considered as a future initiative.

7. Christmas 2018 Fair

- (a) This would take place in the penultimate week of term, so the week commencing 10 December 2018, possibly 13 December, and would take place immediately after the end of the School day, from 3.30pm - 5.00pm.
- (b) The Fair would entail some or all of the following - stalls and games, Santa's grotto, chocolate tombola, raffle, craft room, liquid refreshments (tea, coffee, mulled wine/a bar etc.), noting that there were a number of items left over from the Promise Auction that could be used at this event in some form.
- (c) The Head Teacher would double check the date for the Christmas Fair and let the Committee know.
- (d) An Organising Sub-Committee would need to be set up to plan and oversee the Christmas Fair, and a call for volunteers and ideas would go out as soon as possible.

8. Publicising the New PTA Committee / Generating Interest and Offers of Help

- (a) The School had sourced lanyards for Committee members to wear at events in order to identify themselves to others.
- (b) The Committee would provide text and images to the Head Teacher for the creation of a new PTA poster which would be displayed inside and outside of the School and which would signpost people to ways to contact the Committee members to get involved with the PTA.
- (c) An Office365 survey would be put together and sent out to parents and carers in order to undertake a skills audit to ascertain the breadth and range of help and support that parents/carers could provide to the PTA. Individuals would be encouraged to flag up their skill-sets and passions in areas where, time permitting, these could be used to enhance the experiential and fundraising work of the PTA, for example, Web design, cake decoration etc. The message is that the PTA is for everyone and if everyone lends a hand when and where they can, using their skills, expertise and experience, we will be able to achieve a great deal for the School and the pupils. A record of all responses would be kept for future use/enquiries.

- (d) Efforts would be made to ascertain whether any PTA supporters worked for/had links with any organisations that might match fund the fundraising efforts of the PTA, noting that match funding was not restricted to financial contributions and could encompass pledging time and resources instead.
- (e) Efforts would be made to ascertain whether any PTA supporters worked for/had links with any suppliers of educational materials, or other companies, who might be willing to sponsor the PTA or donate items to it, in return for branding on the website/mentions in PTA material and other publicity.
- (f) The School would give the PTA space in the weekly newsletter for whatever it wanted to say/share. Claire Wightman would draft pieces for inclusion and share these with other Committee members for any feedback prior to provision to the School.

9. Date of Next Meeting

The Committee agreed to meet again week commencing 22 October 2018, i.e.: before the half-term break. A date would be agreed and shared as soon as possible.

* Post-meeting note - the next meeting will be on Tuesday 23 October 2018 at 6.30pm - 7.30pm in the School Hall.

As at 5 October 2018