

Broadwater Down School PTA

Meeting Minutes – Thursday 31st January 2019

The Compasses Pub 7.30pm

Charity no. 1093382

Date: Thursday 31st January 2019

In attendance

Catherine Clayton, Sarah West, Ellie Mae, Miranda Kelly, Camilla Woods, Kate Llyn, Marzena, Nicola Hill, Emma Brooker.

Not present: Anne Avis due to study commitments

1. Bingo Friday 8th February 6.30pm – 8.30pm

- Forms returned and families signed up were a total of 8 at the time of this meeting. Discussion of timings re advertising to gain more numbers in future was raised and is to be considered at future meetings.
- Highlighted that cards can be bought on the night and there is still a week to go, so a late surge is possible.
- Usual announcements have been made in assemblies and an extra Parentmail will go out.
- Tables to be collected on Friday 8th February from St. Mark's by Catherine Clayton and a volunteer.
- Food to be defrosted and collated together on the same day: sausages, jacket potatoes, baked beans and rolls; drinks to be arranged too.
- Float amounts were discussed and 2 were decided upon: bar and kitchen. Prices discussed too sausages £1.50, jacket potatoes £2 choices of toppings.
- Prizes discussed too: 4 envelopes of £5 cash as prizes was decided as a good idea, other prizes include board games and smaller items for children.

2. Cake Sale Thursday 14th February after school

- House: Dunorlan
- Theme: Valentine's
- Squirrel Club could help in selling them if necessary, supervised by house members, CW and any other volunteers.
- Posters to go up around the school as soon as possible c/o Ellie Mae designs.
- Amount raised from Hawkenbury's sale was £77.70.

3. Easter event Friday 29th March after school

- CC highlighted that cake competition had been scheduled for the same time, so propose this is moved?
- Usual bonnet parade discussed – general warmth for that idea
- Plan to be the same as previously – make sure we have games planned for during the disco.
- We discussed whether there was some mileage in an Easter egg hunt, but it was decided that this was something to be picked up during class/ school time rather

than as part of the PTA event as it would be hard to manage with the number of pupils and space.

- **SW to ask Dom to look at designing poster for this**

4. **Summer Fair**

- Suggested date Saturday 22nd June
- Stalls from 2018's fair decided as being the set up due to suspected inability to garner more income from adding other stalls.
- Idea raised about having a brochure distributed, in addition to a flyer, to garner more interest and stand out a bit more.
- 50/50 raffle idea floated as a promotion tactic, idea being more interest if greater chance of success.
- **BWD Festival** – idea for rebranding and shifting thinking in order to generate more interest and therefore income. Suggestions include: trying to make the occasion more accessible and wide ranging by attempting to make it a venue for live music. In this vein suggestion is to make contact with Local 'n' Live. How this could happen included ideas to move the time to the afternoon and evening, possibly venue change too, to a local park. These ideas need investigating further and discussing with VL. Licences need to be determined and possibly applied for should this idea be fostered and taken forward.

5. **Bags to school**

- Those present decided this would be a good idea again, it generates some income and is very useful for a clear out!
- Time suggested: Easter. Good time for a Spring clean and hopefully that will generate more income.
- Logistic issues discussed: last minute collecting of bags, storing of those bags, and then leaving them to be collected whenever the van arrives. Storing can be within a shed on the school premises, so last minute collecting could be an issue removed. KL stated there could be tents made available c/o family member. Would not be difficult to obtain these, transport them, set them up and take them down. They are waterproof so whatever is put in them, even for extended periods, would remain secure and dry.
- SW to contact them to arrange and/or confirm a date for this.

6. **A.O.B.**

- MS raised the discussion of the need to put our policies on the school website, within the PTA section, as advised by VL.
- Policy names are: **Model Safe-Guarding**
Model Financial and Expense
Model Complaints Procedure
Model R M
Model Constitution
- **Complaints Procedure:** need to change the wording: a complaint must be made within 7 days; PTA to acknowledge and respond receipt of complaint within 14 days; PTA have 30 days to investigate and respond. Need to spend more time on this.
- **Expense policy not considered necessary.**

- **Policies to be reviewed annually.**
- **Committee unanimously voted to change the wording and adopt the new policies.**
- **New version to be adopted at next AGM.**
- **Discussion around adding the pages to PTA Facebook** page so that all involved in BWD can access and see them.
- **Fundraising and Advertising:** a list of companies and agencies that can be approached for help is going to be circulated to all members. Suggestion is that we each take a couple and send a lovely letter, explaining who we are etc. Similar letters can be sent to businesses that have been seen to advertise other schools events, explaining how we could help each other.
- **MS** also requested details for trustees and signatories.
- **SW** highlighted that easyfundraising are about to launch a spend and donate service, which could be accessed by parents and be used to generate income for the PTA/school.
- **EM** raised idea to design a logo for the PTA that incorporates the school squirrel but is different. **KL** drawing ideas to be shown and discussed at next meeting.

The next meeting is set for Thursday 7th March at 7.30pm in The Compasses.