

Brabourne C.E. Primary School

Parent Teacher Association



PTA AGM Agenda - Thursday 16th September 2016

Attendees:	Apologies:
Debbie Thornton (Chair)	Natasha Sparkes
Kate Wanstall (Chair)	Jo Mortimer
Bea Boyle (Secretary)	Lorraine Hill
Louise Waller (Treasurer)	
Jane Reid	
Isabel Perks	
Hester Fenwick	
Vincent Chan (Head)	
James Barber (Governor)	
Sarah Vant	

- **Introduction and Welcome**

The committee introduced themselves.

The chairs informed the meeting that they wish to stand down from their positions

- **Review and Agree Previous Minutes**

Addendums to the previous minutes were noted by Bea Boyle and the chairs approved the minutes.

- **Chair's Review of 2015/2016**

The chairs are stepping down as they feel there has been a lack of support for PTA events over the last year.

Debbie particularly mentioned the pamper evening, which made a good amount of money but most of the people were not parents but came from outside school.

Both chairs felt that the summer fayre went well, especially in the circumstances with the change of venue due to bad weather.

- **Treasurer's Financial Review of 2015/2016**

Overall turn over was £7072 which is only about £1000 less than last year.

Total in the bank at the time of the AGM was £8393

Pamper evening did particularly well - £733 compared to £197 in 2013/14. Most of

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the income came from puddings/raffle and agent boards. The prosecco was donated which saved on expenditure for the event.

Most events had similar income to previous years.

The surprises room made a loss this year.

Louise would like to break down the accounts further to show income from other sources such as match funding.

Debbie pointed out that match funding was down on last year - could this be looked in to? Some banks and big companies will match fund even if a member of their Staff is not involved with the school directly. Hester wondered whether applications such as Tesco might be too hard - this has been attempted in the past with little success.

£2959 has been spent this year with £4000 earmarked for upgrading the furniture in Neptune and Mars classes. This will leave us with approximately £4000 in the bank for the coming year.

- **New Committee Nominations and Votes**

- Chair - Isabel Perks was nominated by Hester Fenwick and was seconded by Debbie Thornton and Kate Wanstall
- Secretary - Bea Boyle is willing to stay on in this role. Proposed by Hester Fenwick and seconded by Debbie Thornton
- Treasurer - Louise Waller is willing to stay on in this role. Proposed by Kate Wanstall and seconded by Isabel Perks
- Publicity and Media - Nicola Ratchford is willing to stay on in this role. Proposed by Jane Reid and seconded by Sarah Vant

- **Fundraising Target Decision for 2016/2017**

Mrs Stryzyk has requested a new bench for the front of school. PTA are happy to help fund this. Kate and Dean Wanstall will donate the bench, Mrs Stryzyk will install it and PTA funds will be used to treat and maintain it annually.

Approximately £1000 has been put forward for outside the classroom learning and trips which is distributed throughout the classes on a per head basis.

Vincent commented that each PTA committee has historically had different preferences for how to use funds.



Hester raised the project covering improvements to the outside space used by Venus class and asked if the PTA could help build funds for this. Vincent said that the playground surface gets very slippery and Mrs Winchester would like to replace it. Jane suggested that in the short term, jet washing can revitalise these surfaces. Replacing the surface with artificial grass was mentioned.

Jane asked whether we could offer more money for outdoor learning. The committee asked Vincent to approach the teachers to find out what more they could do. We can offer the teachers up to £2500 and will work through Vincent to decide how best to allocate this based on what the teachers need.

Sarah asked if this could include IT resources such as magazine subscriptions and new teaching software. Vincent will prioritise projects with the teachers and let us know.

- **Review Proposed Event Plan for 2016/2017 and Assign Volunteers**

Isabel said that she had stood to be chair as her daughter had been very upset at the prospect of there being no discos etc if the PTA did not run this year. She would like the workload for events to be shared and put forward the idea of each age group having a class rep to act as a liaison with the PTA. Isabel would like to do less events, well, rather than lots of events and would also like to find a way to tap in to parent skills and resources. There is also no problem with cancelling an event if not enough people volunteer to run it. Bea mentioned that this is a similar idea to what was discussed at the meeting in July.

Isabel and Jane have been exploring PTA social which is a website where the committee can manage events, online volunteering and message boards. This will hopefully get lots of people doing little bits and encourage friends to help each other. It will also bring PTA business away from social media and can also be linked to the school website.

Hester is happy to organise Christmas cards again this year. She will also liaise with Smeeth school and the village fete committee about a community fair in the summer. She is happy to be on a committee for this but will not run it. Debbie will give Hester the contact from Smeeth who had opened discussions about this before the summer holidays.

Debbie commented that cake sales always go down well. Isabel would like to park any further events and regroup in October to discuss future events once she has had more time to settle in to the chair role and also find out more about PTA social. It was decided that the spooky disco would go ahead as per the event list minuted

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in the July meeting. Debbie has sourced a different DJ for this. Sarah suggests hot chocolate and marshmallow stalls on a Friday after school. Debbie says that this may be something Harris and Hoole could help with. This will be revisited at the next meeting.

- **AOB**

The surprises room may not work as part of the Christmas Fair as there is not space and not all pupils come to the fair so would miss out on the event.

Jazzy jars worked really well at the summer fair, they were popular and it is a good way to move away from lots of sweets.

Nothing was communicated throughout the school that the fun day was cancelled. It would be good to let people know that the reason it was cancelled was due to lack of support. Hester says it is important that parents know this.

Bea feels that the meeting minutes are not seen by many people in the school. Vincent says he is able to put these on the school website and Isabel thinks there should be a way to make them available on PTA social once this is up and running.

Debbie commented that the neighbours can find parking, particularly during the summer fair, a pain.

Louise let the committee know that Vincent needs to be removed as a signatory from the account before the end of the year. Kate will stay on as a signatory. Bea offers to go on the account as a signatory to cover the head teacher hand over as it may take less time that adding Isabel as she is already a NatWest customer.

Vincent thanks Kate and Debbie for their hard work over the last year. This is enthusiastically seconded by the rest of the committee.

Hester feels that publicity has been less obvious this year. Debbie said that Mrs Mac wanted to move more towards information being online; however everyone agreed that the children are more enthusiastic and aware about events if they have a flyer in their bag.

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Date and Time for Next Meeting

The next meeting of the PTA will be on Monday 3rd October at 9.30am in the Five Bells.