



PTA Meeting Agenda - Monday 3rd October 2017

Attendees:	Apologies:
Isabel Perks (Chair)	Louise Waller (Treasurer)
Bea Boyle (Secretary)	Nicola Ratchford (Publicity)
Jane Reid (Y1 rep)	Sarah Vant
Rachel Hope (YR rep)	Debbie Thornton (Y3 rep)
Olga Ghosh	Aimee Swaine
Lindsey Beaumont	Jen Williams (Y2 rep)
Emma Birks (Y4 rep)	Kate Wanstall
Emma Cooke	
Jess Selwood	
Hester Fenwick	

❖ Overview of PTA for 2016/17

Isabel gave an overview of her vision for the coming year. “Less is more” – to have less events run well with lots of volunteers – a maximum of 1 event per term.

We want to balance fun events that the children enjoy against the fundraising objective.

We want to involve as many parents as possible, through use of PTA social (see below) and year reps – a theory of a little help from a lot of people – by offering small jobs and providing more transparency about what the PTA is doing.

There was a brief introduction of the committee member for those who had not met them before.

Class reps will hopefully provide another level of communication between the PTA committee and parents. They will help to relay information both from the PTA to parents and also from parents to the committee. This year, class reps are:
Rachel Hope – YR

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Jane Reid – Y1

Jen Williams – Y2

Deb Thornton – Y3

Emma Birks – Y4

Sally Medrow – Y5

Hester Fenwick – Y6

Year reps will not be expected to automatically run or organise events, but will be a link back to parents in each year group. Parents can give their rep items to bring to meetings if they cannot attend.

Hester raised the point that parents may get approached by more than 1 rep if they have siblings in more than one year group – it is important that reps also talk to each other about who they are canvassing for what!

❖ Review and approve minute from AGM

Minutes from the AGM were approved by the committee as a true account of the meeting. A printed copy was available at the meeting for anyone who had not received the minutes by email.

❖ PTA Social

PTA social was presented to the group by Isabel and Jane.

This is a web app that will be rolled out to the school in the coming week – it allows you to set up events, allocate jobs and get volunteers assigned to jobs that they want to do. It will bring us away from lots of emails and social media. It will keep school information all in one place and a link to the page will be put on the school website. It avoids having to collar parents at the school gate and should make the committee's job easier.

There is also an option for private messaging to set up playdates etc without having to share personal contact details.

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Email preferences can be changed if you do not wish to receive all notifications and there are options to email specific smaller groups so that not everyone has to receive all information.

Isabel is currently the community manager – giving her sole power to set up events etc. Shortly, Jane will also be added in this role.

This app will only work if it is used exclusively and if we can get as many parents as possible on board and using it.

**There was a live trial – Emma invited Lindsey so that the group could see how easy it is to invite someone and to start using the app. Jane also demonstrated how to save the log in page to the start/home screen on a mobile phone as this is probably where most people will access it from. Lindsey commented that this will make her more likely to use/check it as it is so simple to access. Hester recommends sending instructions out on how to do this to other parents and Jane also offers to demonstrate to people.

Isabel is still considering how best to roll this out to parents – the group agreed that it would be best to email out the invite to the whole school, with instructions of how to get the link on home screen. Mrs Mac could do this. Initially Isabel will mention PTA social in the newsletter on Wednesday, with Mrs Mac's email following on Thursday or Friday. Class reps could then follow up next week to make sure parents have seen the email and joined up.

Emma C asked what would happen if people don't want to – Isabel says there is no obligation to join up.

Action: Isabel will make parents aware of PTA social via the newsletter going out on Wednesday and arrange for Mrs Mac to send an email invitation out at the end of the week.

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Action: Class reps will talk to parents next week and find out whether they have seen the email and joined up.

Hester mentioned that via the job allocations for the Spooky Disco on PTA social it is probably going to be over manned. It was agreed that Deb needs to audit the jobs list.

Action: Debbie Thornton will audit the jobs list on PTA social to ensure that there are not too many volunteers for the disco.

There is not a facility for minutes to be uploaded to PTA social yet but Mr Chan has agreed to post them on the school website. Key points can be picked out to go in the newsletter/on the notice board/on the message board on PTA social.

Action: Bea will liaise with Mr Chan to ensure that minutes can go on the website. Minutes from this meeting will be emailed to the usual list, however going forwards future full minutes will be on the school website and abridged version will be distributed as listed above.

❖ Brief review of last years fundraising

Last year over £7000 was raised. Isabel summarised with key events being picked out. The clothing bin brought in £670! Michelle Daly is taking over the organising of the clothing bin from Mrs Mac.

£700 was spent on educational/school trips

£650 was spent subsidising the trip to the panto

Furniture in Jupiter and Neptune has been updated and replaced.

Funding for this year will focus again on outdoor learning and educational trips. Mr Chan will liaise with us once the teachers have put forward some proposals of what they need. The group was asked for any

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thoughts/burning desires for where the funding should be spent but everyone was happy to follow Mr Chan's lead.

❖ Equipment

The candy floss machine was returned from its last hire unused and with a complaint that it was dirty. It is only ever used by us at the summer fayre and will not be rented out any more. Hester is happy to store it for our use at summer fayres.

The popcorn machine is still in good condition and will continue to be used/rented. Kate Wanstall is drawing up a written hire agreement with inventory and cleaning record. It has been reported that Mrs Stryzyk does not want us to use it in the hall.

Action: Isabel will talk to Mrs Stryzyk about use of the popcorn machine at PTA events.

The purchase of other items both for PTA use and hire was brought up. Ideas included a slushy machine and a badge making machine. Emma C suggests finding out what Smeeth School have and making sure we get different so we can still hire to/from them for certain events.

Action: Isabel will price up a slushy machine and assess its feasibility.

Mr Chan has lent the PTA a laptop from the school.

❖ Event Calendar 2016/17

It was agreed that there should be a maximum of 1 event per term. If there is no one willing to organise an event it will not run. Equally if there is not enough support from volunteers/ticket sales prior to an event it will be cancelled.

Mr Chan canvassed the children to find out their favourite events.

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- 51 votes for movie night
- 34 votes for cake sales
- 30 votes for panto
- 27 votes for Easter Egg Bingo
- 25 votes for summer fayre
- 22 votes for Christmas fayre
- 18 votes for summer disco

Surprises room was discussed and Jess wondered if there was a way that the children could wrap the presents themselves as this would make it more enjoyable for them and take pressure off PTA members. Emma suggested that if there were extra volunteers on the day children could pick and wrap their present in the hall, with a table of pre cut wrapping paper and PTA to assist with wrapping. It was felt this was a good idea.

Below is the new event calendar for 2016/17 as decided at the meeting. Only events with volunteers to run them will go ahead. Emma C is going to organise the Christmas Fayre (the group applauded!) and is allocating the games stalls to the 7 year reps to organise/find volunteers for. Jess and Emma B stepped forward to run an autumn cake sale as this is one of the children's favourite events. Easter egg bingo was also added to the schedule, with Isabel organising and Jay calling on the night. The following calendar over rides the one drawn up in July.

Event	Date	Where?	Who?
Spooky Disco	21/10/16	School Hall	Debbie Thornton
Cake Sale	11/11/16	School Hall	Jess Selwood & Emma Birks
Surprises Room	w/b12/12	School Hall	Jane Reid
Christmas Fayre	03/12/16	School Hall	Emma Cooke
Quiz Night	27/01/17	School Hall	Jane Reid
Easter Egg Bingo	24/03/17	School Hall	Isabel Perks
Cake Sale	May tbc	School Hall	Bea Boyle

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Summer Disco	July tbc	School	Debbie Thornton
Summer Fayre	July tbc	Tbc	Tbc (see below)

Summer Fayre – Hester has been investigating the possibility of running a joint fayre with Smeeth and the Village. Currently Smeeth do not want to run a joint event and Hester is waiting to hear back from the village committee. We currently do not have a PTA volunteer to run this event so it is not confirmed.

It was agreed that hot chocolate/ice lolly sales could continue on an ad hoc basis on a Friday and did not need to be pre-arranged. Harris and Hoole are happy to donate hot chocolate up until 8th November – it just requires a volunteer to collect the flasks and return them afterwards.

❖ Date for Next Meeting

The next meeting of the PTA will be on Tuesday 18th October at 12.30pm in the Five Bells. This will be a meeting to discuss the Christmas Fayre. Arrive at 12pm if you wish to order lunch.