



## Brookmans Park School Parent Teacher Association

### AGM Minutes 14<sup>th</sup> January 2020

#### Existing Committee & PTA Members Attending (10 in total)

Mrs Aileen Davies, Jules Orford, Helen Wadham, Lorraine Cook, Emily Panayiotou, Jen Emerson, Carrie Amatt, Will Bouma, Cheryl Thomas, Tara Avila

#### Apologies

Natalie Noorian, Emma Ennis, Anne Broe, Scott Summers, Ed Bentall, Alison Fitch, Kate Bilello, Amanda Maloney

#### 1) Approval

Minutes approved from PTA Meeting at 24<sup>th</sup> September 2019.

#### 1) Head's Update

- Christmas events were very successful, the school office reported very few issues raised by parents.
- No additional funding requests from the school beyond playground requests (as agreed at the PTA meeting on 24<sup>th</sup> September), as all PTA funding for this year will go towards new playground areas being redeveloped
- Mrs Davies suggested that as KS2 trim trail development continues, the school would like to further investigate KS1 trim trail development. In particular with reference to the reception garden as it is unfit for purpose in some areas. This will be further discussed at the Playground Development meeting planned for later in the week

#### 2) PTA Chair Update

- Village day preparations need to commence asap. The start-up meeting will be at the Brookmans on Tuesday 28<sup>th</sup> January. The Village Day theme will be the Olympics to coincide with the summer events – **Action: Carrie to send out wider invite for VD meeting**
- The arena/stage being donated to the school for Village Day will be available for the week beforehand. The school would like to utilise this for the dance festival they are

planning

- The new development for the PTA website is ready to begin. A parent has volunteered to build the site once the requirements have been finalised. Timeframe is to have the new site live and running in time for VD – **Action: Carrie to send out invite for website meeting**

### 3) Treasurer's Report 2018/19

Over the autumn term, the PTA has raised, and donated funds as follows.

- £3889.19 Co-op Fundraising
  - £110.03 Easyfundraising
  - £20.51 Amazon
  - £15.37 Coffee morning
  - £80.30 Parents meeting
  - £240.00 Bags2School
  - £843.54 Halloween disco
  - £342.51 Christmas cards
  - £990.24 Christmas activities
  - £1001.55 Race night
- Total Events Raised £7533.24**

The PTA donations to the school:

- £8250 Stage lighting & PA system
  - £770 Football goals
  - £357.50 Parking signs
- Total Donations: £9377.50**

The balances of the accounts as at 13 January 2020:

- Current Account £38,313.41
- £200 Club Account £3,864.75
- Event Account £0
- **Total Balances £42,178.16**

- Online banking – Charity accounts from the major banks have been assessed. The two banks being considered in terms of PTA requirements (ie: online signatories, dual signatories, use of Post Office, float availability etc) are Barclays and the Co-op. Final decision expected within next couple of weeks and then the new bank account to be set up and funds from existing bank account transferred. This will discontinue the requirement to change signatories on the existing TSB bank account.

**Action: Carrie to finalise bank assessment**

**Action: Will to setup online banking & transfer funds**

### 4) Family Lotto Update

- A very successful rebranding to “Family Lotto”. Recruiting members at Race Night resulted in 13 new members, biggest increase in several years.
- Due to success of Race Night, potential to recruit more members at Quiz night. Need to confirm if resource available to attend & sell
- Account balance in section 3

### 5) Events Update

- Hugely successful Autumn term in terms of fund raising. Co-op funding resulted in nearly £4K payment. It is important to note that this is the final Co-op funding payment as the PTA has not been selected as a fund receiver going forward

- It should be noted that over the last 3 years, the funding raised purely from events has been £1K less each year as less events are run. The reason for events not happening are due to lack of available resources/volunteers to plan and run.
- Biggest topic discussed was the need for more parents to volunteer time to plan and run events. Relying on the tiny number of parents willing to volunteer currently is proving to be unsustainable. Also, as some of these parents are from KS2, the knowledge of event planning may be lost without more parents coming into the wider team
- Christmas cards was successful again this year. Topic raised of offering a wider Christmas product selection, eg: tote bags - **Action: Lorraine to investigate feasibility of additional Christmas products**
- Bags2school event was successful but with the funding raised for the volume of bags donated, it may be that other companies are more profitable to use **Action: Helen to investigate other companies**
- End of year disco has been booked for 9<sup>th</sup> July 2020
- Leavers disco has been booked for 16<sup>th</sup> July 2020
- Golf Day booked for end of March
- Circus booked for Autumn 2021. Inga Brand will organise the event but as this will be her last circus at the school, another resource needs to work with her to ensure knowledge transfer, as yet there are no parent volunteers
- Marketing apps (eg: Easyfundraising, Amazon Smile etc) that can generate funds for the PTA when used are not well known throughout the school community. These need to be promoted and marketed to parents to generate interest and use. Currently we do not have any parent volunteers to manage this.  
**Action: Carrie to describe key areas where volunteers are needed**  
**Action: Lorraine to push these key areas out through KS1 to see if new volunteers can be found**

6) Trim Trail Update

- Throughout the Autumn term a full vendor selection process has been completed against 4 external playground contractors. A preferred vendor has been selected. A final requirements session between the vendor and the school is planned for later this week. The final costings will be agreed at/or after this meeting. Upon agreement of the final costings the KS2 redevelopment is planned for the Spring term (during term time).
- The second stage of playground development is for KS1. This requirement needs to be finalised by the school and a subsequent tender process to determine the best costing. The aim for this development is completion within 2020. More detail will follow over the next weeks.

7) Website

See Chairs update

8) AOB

None

9) Outstanding Actions

	<b>Date</b>	<b>Action</b>	<b>Responsible</b>
25	5/3/19	Add Jude, Carrie & Will as a signatory to PTA bank account(s) <b>No longer valid, Action 42 will replace</b>	Will Bouma
26	5/3/19	Remove Helen Coffey as a signatory to PTA bank account(s) <b>No longer valid, Action 42 will replace</b>	Will Bouma

28	5/3/19	Investigate installing/using TV screens to advertise/promote PTA events at school events	M'Bula Korona
30	24/9/19	Take down existing PTA website and replace with a temporary landing page	Carrie Amatt
31	10/7/19	Pull together a team in Autumn term to redevelop PTA website (Jo Crown, Kate Bilello, Jules Orford)	Carrie Amatt
33	10/7/19	Team to upload all VD & event documentation to PTA repository	Whole Team
36	10/7/19	Liaise with the school to determine relevant details and build relevant business case	Dee Bhavon
37	10/7/19	Research & implement "up front" payment for 200 Club	Jude Paine
39	14/1/20	Carrie to send out wider invite for VD meeting	Carrie Amatt
40	14/1/20	Carrie to send out invite for website meeting	Carrie Amatt
41	14/1/20	Carrie to finalise bank assessment	Carrie Amatt
42	14/1/20	Will to setup online banking & transfer funds	Will Bouma
43	14/1/20	Lorraine to investigate feasibility of additional Christmas products	Lorraine Cook
44	14/1/20	Helen to investigate other companies	Helen Wadham
45	14/1/20	Carrie to describe key areas where volunteers are needed	Carrie Amatt
46	14/1/20	Lorraine to push these key areas out through KS1 to see if new volunteers can be found	Lorraine Cook

Next PTA meeting 29<sup>th</sup> April 2020 at the school