



Brookman's Park School Parent Teacher Association

PTA Minutes: 14th April 2021

Apologies of absence
Jen Emerson

Attending (14 in total)

Mrs Aileen Davies, Natalie Noorian, Jude Paine, Lorraine Cook, Emily Panayiotou, Emma Ennis, Carrie Amatt, Ellen Bisnath, Jules Orford, Jo Crown, Helen Wadham, Anne Broe, Martin Venn, Tara Avila

1. Minute's approval: minutes from last committee meeting (January 21st 2021) approved. Minutes from last PTA meeting (October 2020) were not reviewed.
2. Concern raised regarding having a January committee meeting instead of a wider PTA meeting. This was due to exceptional circumstances of a national lockdown and an agreed view of the committee that it was not appropriate time to fund raise. This was supported by the Head.
3. Chair update:
 - a. Despite significant fund-raising limitations this year, it's been a successful year with Halloween, Christmas & Easter activities for the children. Plus, even with such limitations the PTA community has worked wonders and raised a significant amount of funds (see Treasury update).
 - b. Trialled a one-off online payment/child for the Autumn term which proved a success with all parents using this method. Feedback has been positive from parents regarding it.
 - c. A new monthly PTA newsletter to expand communication with parent & carers community has been live since the Autumn term. Each month, local business can advertise via the newsletter resulting in funds for the PTA. Every month three adverts have been placed and paid for.
 - d. The PTA social media footprint was used to great effect over Christmas with local businesses advertising via the PTA Facebook page each day for a fee. Every day was bought by a local business.
 - e. Family Lotto has increased its fund raising (see Family Lotto).
 - f. As well as achieving these fund-raising activities, a number of "back office" updates have been undertaken to ensure that the PTA can be as efficient as possible as the restrictions lift, which ensures some of the tasks required are as easy as possible for all our helpers.
 - g. PTA's gambling licence has been renewed

- h. Currently investigating having an online centralised calendar to help log back-office deadlines and enable easier visibility for wider team. Jo C agreed to investigate further.
- i. Extended the visibility of the centralised repository (google drive) to allow wider access & visibility of all PTA documents. Particularly useful if new people help with events
- j. Finally, over the past months the PTA banking has been overhauled. All banking is online and mobile compliant; all signatories have been updated; accounts have been streamlined; Family Lotto account is fully accessible; online dual approval live. A very large thank you to Emily P for her time & effort in such a big job. This may look inconsequential, but her hard work has made a lot of future activities much easier.

4. Head update:

- a. Sadly, it has been very limited in terms of what could be done this past year, and realistically we need to have a pragmatic and flexible approach as the summer term will also need to be limited.
- b. Financially the school is in a reasonable shape, but the big area going forward for the school are a number of larger capex projects that the school would like to undertake. Namely, KS2 trim tail area; EY/KS1 Pirate ship; LED lightening; infra-red bathroom flushing; pathway outside Topaz; ICT update to goggle chrome.
- c. The school have approximately £15K which will be put towards improving the external area. There is an option for the PTA adding to this budget to complete one of the named improvements. PTA need confirmation from school which, if any, improvement is the most critical and they would like to focus on.
- d. At this time the PTA have not discussed or agreed any donation as awaiting confirmation from the school on choice of donation area.

5. Treasury update:

- a. All banking is now online & mobile enabled
- b. All signatories updated and accurate
- c. Two PTA accounts "live" plus Family Lotto account
- d. This academic year (since September 2020) the PTA has raised £3046.71
 - Autumn PTA activity payment: £1372
 - Christmas cards: £869
 - Christmas jumpers: £35
 - Amazon: £117
 - Easyfundraising: £163
 - Co-op: £265.71
 - Newsletter advertising: £203
 - Personal donations: £22

TOTAL RAISED £3,046.71
- e. The PTA donations to the school this academic year £35,000
 - EY Playground redevelopment £35000

TOTAL DONATED £35,000.00
- f. The balance of the PTA accounts on 20th April 2021:
 - Current account: £8488.67
 - Family Lotto account: £5974.94

TOTAL BANK BALANCE £14463.61

6. Family Lotto

- a. New marketing for Easter draws with bonus payment resulted in 12 new balls sold
- b. March & Easter draws had 69 balls
- c. The number of winners going forward will be reduced from 4 to 2 each month. This will mean winners will receive more significant winnings, which will potentially increase take up. Notification of this will be added to the monthly newsletter
- d. Winnings can now be paid online to the winner (all GDPR compliant), which has reduced the workload significantly
- e. Winners can still receive a physical cheque if they prefer
- f. February Winning Balls (53 balls)
 - 1st 33 £66.25
 - 2nd 99 £26.50
 - 3rd 23 £19.88
 - 4th 136 £6.63
- g. March Winning Balls (69 balls)
 - 1st 100 £86.25
 - 2nd 113 £34.50
 - 3rd 199 £25.88
 - 4th 4 £8.63
- h. Easter Bonus Winning Balls (69 balls)
 - 1st 67 £100.00
 - 2nd 32 £50.00

7. Fundraising ideas

- a. For this term especially we are limited in what activities can be planned due to ongoing government guidelines and the need to be flexible. As previously documented, there will not be a Village Day this year
- b. PTA would like to offer a similar one term/child online payment again for the summer term, this will be confirmed as activities are finalised
- c. Ideas for the summer term are "Break the Rules Day" and "Casual Clothes Day"
- d. There will be a summer disco for all years, which will follow school bubbles
- e. PTA will sell limited refreshments at the school run Dance festival
- f. PTA will sell limited refreshments at the school run Year 6 show
- g. Throughout the term, ice cream & treat sales will take part after school on Fridays (most likely every 2 weeks, dates TBC), which will follow school bubbles.
- h. If the PTA wish to have circus in academic year 2022/23 it will need to be booked shortly. This event will need a new PTA owner/team to arrange as the existing team will have left the school by this date
- i. Looking for owner to run another "Bags2School" event
- j. An "End of Restrictions"/"Party in the Park" idea was discussed. Lots of ideas, but clarity on what the actual event is, needs to be discussed further.
- k. North Mymms Youth Club have requested PTA to team up with them as a joint venture (splitting profits equally) for an "Auction of Promises". Meeting discussed and agreed to go ahead
- l. The hugely popular Quiz night will be back next school year. The date to be confirmed.

8. New parents/carers to the school have had a particularly difficult introduction to school life as contact with other families has been so restricted. Usually the PTA and/or school would have arranged a coffee morning at the beginning of the school year. Once it is logistically feasible, a coffee morning will be arranged at the school for Nursery and Reception parents/carers. The parent reps from these years will arrange a suitable time with the school & the parents.
9. A parent has enabled the facility for an external stage for the school to use over the dates of 21st June – 2nd July. This is not PTA funded, therefore will be managed directly between the parent and the school
10. There is still an outstanding payment for a Village Day attraction (£265) that we now are not using. The school would like to arrange attractions for the Year 6 leavers celebrations; therefore, the school will use this payment. All other attraction cancellation payments have been refunded.
11. Several parents have questioned if donations to the school can claim gift aid. School confirmed that all voluntary donations directly to the school are eligible for gift aid. PTA donations are dependent upon the type of donation, this is being looked into currently.

AGM & next PTA meeting expected early in Autumn Term (TBC)