

Bannerman Road Community Academy PTA 1st AGM Meeting Minutes 26.04.2017

In attendance: Sarah Jones-Morris (SJM acting chair), Lynsey Prewett (LP Headteacher BRCA), Zoe Banks Gross (ZBG), Chris Barrell (CB), Yolanda Borneo (YB), Anna Clark (AC), Jo Elms (JE), Pete Herbert (PH), Hannah Keenan (HK), Rob Wall (RW)JS, Jonathan Stan (JS?)

Apologies: Imrana Bashir, Sara Evans, Tracy Jones (Deputy Head), Rae Pears (RP), Katherine Rooney, Cathleen Schmitke (CS), Carmen Stewart-Cox

Agenda Point	Summary of discussion	Action	Person/Organisation
1. Welcome/ Introductions			
2. Aims of PTA from schools perspective	BRCA will benefit from parental support in fundraising as well as by support in organising and assisting at events (e.g Eid, Easter Egg hunts, Summer Fete).	The headteacher will signpost PTA members to areas which need assistance whether financial or otherwise, though parents can and should make suggestions as well. PTA will open a bank account to facilitate holding funds generated.	LP Treasurers PH and CB to follow up on bank account.
3. Adoption of Constitution	SJM gave a precis of the constitution and read out some of it verbatim to ensure that all attendees understood what it stated and what is being agreed to in adopting it.	SJM signed the document with Jon Stan as a witness.	
4. Election of the Officers and Ordinary Committee Members	SJM described the roles which are necessary according to the protocol set out in the constitution: Chairperson, Secretary and Treasurer are the committee members (who need to be present at all meetings.) Each of these roles will be shared between two individuals. Nominations for these roles was as follows, Chair: SJM and RP, Secretary: CS	A vote was taken for each of the roles and all nominees were elected.	

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	and ZBG, Treasurer: CB and PH. HS was nominated for the non committee role of Communications Officer.		
5. Communications arising from this meeting	<p>It was agreed that internal email communications should be kept to a minimum and that people will be BCC'ed into emails. An agenda for meetings will be sent out via email several days prior to the meeting with the opportunity for adding to the agenda if members wish to.</p> <p>Comms between the PTA and parents will be multi-platform: a page will be developed for the new student handbook, a page on the BRCA website will be about the PTA with a link to an external page specific to the PTA.</p>	The deadline for the page for the handbook is Friday. HK will lead on comms, JS offered to assist with graphics, and RW offered to aid in website development.	HK with assistance
6. Date of next committee meeting	Another meeting in the next two weeks will be necessary to start planning the summer fete, among other things. There was a discussion on whether or not having the same date (eg last Mon of month) would be better for future, but it was agreed that initially it is important to have more flexibility to facilitate inclusivity.	Date to be agreed via doodle	SJM