

## Bannerman Road Parent Teacher Association

### **Committee Meeting**

**Tuesday 9<sup>th</sup> May 2017**

**7 – 8pm, Bannerman Road School**

**Present:** Sarah Jones-Morris, Co-chair; Rae Pears, Co-chair; Cathleen Schmitke, Co-secretary; Zoe Banks Gross, Co-secretary; Chris Barrell, Co-treasurer; Pete Herbert, Co-treasurer; Hannah Keenan, Communications Officer; Imrana Bashir, Family Support Officer; Tracey Jones, Deputy Head; Rob Wall; Yolanda Borneo; Rokhaya Som; Malik Ifzaal; Amjad Hussain; Marion Gillet; Jane Bryan; Conor McCormack; Fadumo Omar

**Apologies:** Lynsey Prewitt, Estelle Holland

The meeting opened with a round of introductions.

### **1. Minutes of the last meeting (AGM, 26 April 2017)**

#### **a) Action 2: PH and CB to follow up on bank account**

In progress. Cooperative bank seems to be best option with ability to bank at the post office and use online banking. Once PTA has charity status, can open bank account.

#### **b) Action 5: HK to include information about PTA in school handbook**

This was actioned on Friday 28<sup>th</sup> April.

The minutes of the previous meeting, AGM 26 April 2017, were approved.

### **2. Communications**

#### **a) Trello**

Committee were encouraged to get familiar with Trello, an online notice board where members can have discussions and upload documents. Trello is currently a closed group, but once committee are happy it will be shared out to all parents of the school. Can also get Trello app for phone.

**Action:** CB to share YouTube online video tutorial on Trello.

**Action:** Committee members to familiarise themselves with Trello.

#### **b) PTA Website**

Website link has been shared with committee and it is live ([www.bannermanroadpta.org.uk](http://www.bannermanroadpta.org.uk)). Easy to edit and committee can have login access. Once RW has Twitter account details, Twitter feed can be added to website. Can also have ....@bannermanroadpta.org.uk email addresses for committee members. School informed committee that they will use every opportunity they have to reach other parents about getting involved in the PTA.

**Action:** SJM to share twitter details with RW for website.

**Action:** HK to be in charge of Twitter feed for PTA Committee.

**Action:** School to send out text to parents with PTA website address.

### **4. Fundraising Goals**

It was decided at the AGM that having “quick wins” as well as long term goals was necessary to plan events effectively.

#### **a) Quick wins**

Ideas include outdoor toys such as skipping ropes, diablos, stilts, a freezer for ice cream/lolly sales, outdoor storage for outdoor toys/bikes/scooters.

#### **b) Long term**

New play/climbing equipment in forest school area.

It was decided that a suggestion box could be made for the front desk where parents could input ideas about what to raise money for. It was also suggested that staff talk to school council about gathering ideas for this.

**Action:** TJ to talk to school council about ideas of what to raise money for.

**Action:** YB to make suggestion box for front desk.

### **5. Events**

#### **a) Summer fete**

The committee and attendees voted on date for summer fete, which will be held on **Saturday 8<sup>th</sup> July from 11:30am to 1:30pm**. The Easton Market will already be taking place from 10am till 3pm but we have been told that they are happy for school events to run alongside. Summer fete could concentrate on grassy areas, while market remains on lower paved section. Road closure is a popular idea. Some ideas of events/stalls to have are:

vegetarian BBQ (*since this meeting, we have a volunteer for running the BBQ*), candy floss machine, bouncy castle, splat the rat, face painting, henna, book stall, raffle prizes, photographer, massage therapist taster sessions (could speak to college to see if any students would like to do this), a competition such as “roll the figgy pudding” down the hill, end of year uniform sale, DJ.

**Action:** SJM to look into road closure.

**Action:** Committee to speak to parent in Bay Tree about volunteering as photographer.

**Action:** IB to forward raffle letter to PTA gmail.

#### **b) Clothes bag sale**

Parents can bring in bags of old clothes for charity shop or recycling and company collects them for money.

Possibility of raising £400-500 per year.

#### **c) Ice lolly sale**

At the AGM it was decided that school could have an ice lolly sale after school on Fridays. The first one will take place on Friday 26<sup>th</sup> of May with school hall opening to sell ice creams from kitchen. Committee will need to source a freezer for future ice lolly sales.

**Action:** IB to contact Mr. Ifzaal about his offer of donating ice lollies.

**Action:** IB to liaise with PH and CB with money to deposit into bank account for purchasing freezer.

#### **d) Gardening club**

This was not discussed.

#### **e) Local business connections**

Get local businesses involved in donating raffle prizes. The Sweet Mart and Pak Butchers have always been happy to help, and there are many more that we could approach. PTA can use Easton Community Centre as a venue for meetings. It was suggested that PTA have a semi-regular stall at the Easton Market. Ideas of what to sell include books and clothes, cake and cards made using children’s artwork.

**Action:** TJ to speak to school council and art club about having a competition for artwork for greeting cards.

### **6. Finance**

#### **a) Bank account progress**

This was covered in Item 2 however since the meeting, committee have been informed that it will take 40 working days to process our application. Bank account will be put on hold till then.

**Post meeting action:** PH and CB to apply for bank account as required for grant application.

### **7) Safety and wellbeing**

#### **a) Road safety issues/parking**

Committee and parents concerned about safety of children during drop off and pick up. Committee and attendees informed that one of the PCSOs now has been designated role of dealing with traffic and parking at the school. School and parents encouraged to make use of this resource. Air quality is also a concern, especially with cars idling at the school gates. Idea of getting children involved in monitoring air quality. Suggestion of putting leaflets onto cars that are parked on double yellows and school zig-zags. Idea of getting Sustrans involved in applying for arts grant money in order to spruce up the new road closure/layout outside the school. Whitehall have used this grant money to do the roads outside their school.

**Action:** SJM to liaise with Sustrans and CB in order to apply for grant money.

### **8) Any Other Business**

There was none.

### **9) Dates of next meetings**

- Committee meeting will be decided via doodle poll.
- Summer fete planning meeting will take place on Wednesday 24<sup>th</sup> May at 9am.

School asked if committee member could attend new reception parents meeting at 7pm, 11<sup>th</sup> May. SJM has offered to attend and speak about PTA. School also asked if committee member could come and speak at next Heads Meet and Greet, on Thursday 18<sup>th</sup> May at 9am. This clashes with a field trip for some Willow children so no volunteers as of yet.