

Bannerman Road Community Academy PTA Committee Meeting Minutes 13.06.2017

In attendance: Sarah Jones-Morris (SJM chair), Imrana Bashir (Family Support Officer BRCA), Zoe Banks Gross (ZBG), Chris Barrell (CB), Yolanda Borneo (YB), Rae Pears (RP), Thiebault Delouvie (TD), Cathleen Schmitke (CS)

Apologies: Jo Elms, Lynsey Prewett, Tracy Jones, Pete Herbert, Hannah Keenan, Rob Wall

Agenda Point	Summary of discussion	Action	Person/Organisation
1. Apologies	See above		
2. Minutes from previous meeting	The minutes were agreed		
3. Communications and marketing			
3.a Trello update	CB has been giving brief tutorials which everyone finds helpful. It was agreed that though there are likely too many emails currently, it will take a while for everyone to competently use Trello	CB to continue giving tips	CB
3.b Website update	RW: We can move our website over to a different company now the PTA is a charity which would be better long term. It would be good to wait until the bank account is set up so I can transfer the domain and the hosting over to the PTA (it was set up using my bank card) It should be simple enough to move over but there's always a risk of something going a bit wrong (worst case is the website down for a day or so).	As we won't have a bank account for 6 weeks or so, it is not a priority to shift the site right away.	RW
3.c Supermarket Community Champions and Wilko's Helping Hands Scheme	There may be free stuff available via various supermarket schemes.	CS to follow up on schemes. RP and YB to pick up Lego cards from Sainsburys.	CS, RP, YB
3.d School newsletters	The frequency and structure of the newsletter is due to change, possibly to monthly or once a term. PTA additions will be possible, but it is necessary to coordinate well in advance of publication. Also,	The school will look at publishing them digitally as a blog instead of an embedded pdf, which will	IB to follow up

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	accessing these digitally has been challenging.	be easier to translate and access on a mobile.	
4. Fundraising goals			
4.a vote on storage shed purchase	The committee voted unanimously to approve the purchase of a storage shed.	CS followed up on a BS5 Booty shed.	RP to organise pick up with van, will be reimbursed if necessary.
4.b freezer	Although a freezer is an important long term asset to the PTA, it was agreed it is not a priority this term or over the summer.	Re-address in the autumn.	SJM
5. Events			
5.a Summer Fair	There is a need to clarify who is doing what and what help/volunteers are still needed for the event.	RP and CS will meet and develop a detailed spreadsheet with PMs for each activity, including stewarding the road closure, linking it with Trello and Google docs for circulation.	RP and CS – spreadsheet, contact Josh from Easton Market to make sure there aren't competing stalls ZBG – contact playing out (done, will update accordingly)
5.b Ice lolly sales	Dates of 23/6 and 14/7. Will be purchased directly beforehand.	RP and CB to organise cash flow for purchase	RP CB
5.c Summer event for new reception children	Uncertainty re date for this year's Teddy Bear picnic. Once known, organise used uniform sale and have postcard sized info re PTA	Confirm date, organise stall, develop info postcard	IB to confirm date, CB to organise used uniform stall, and HK to transfer information/graphics to postcard
6. Finance			
6. a Bank Account	CB and PH are working on this, some minor hurdles came up with accessing original docs	Open account in the next 2 months	SJM to facilitate access to G:drive to make it easier for CB to progress. CB to update via Trello
6. b Float	CB has funds from the ice lolly sale, other monies kept at school safe		Contact CB if necessary re: cash flow

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7. Safety and Wellbeing			
7 a. Sustrans bid for Graham/Normanby Rd junction	A bid for improvements was submitted last week, SJM, LP and CS composed letters of support which were sent on behalf of the school and PTA		SJM to update if/when successful/unsuccessful.
7 b. Update on Easton Safer Streets	BCC has sent a letter re: the proposed improvements, with a map. There are already some strong voices against this in the area, the PTA would like to get support from the school and more parents.	SJM and ZBG to discuss via email with LP. ZBG to compose a template letter which people can sign in support of the scheme.	SJM, ZBG
8. AOB	<p>The issue was raised that some feel there are too many emails.</p> <p>CB mentioned that we may have enough raffle prizes for the fair and we should have another separate raffle to raise funds.</p> <p>SJM Mentioned starting a Parents' forum for each Key Stage Group to meet twice per year, once at the beginning of the academic year. This would inform parents about the PTA and be an opportunity to get them more involved.</p> <p>We briefly discussed ways to be more supportive of the Easton Market, but this will need more discussion at another date.</p>	CB to facilitate wider adoption of Trello	
9. Next committee and summer fair planning meetings	Next committee meeting in September, summer fair on 26.06.17		