

Bannerman Road Community Academy Parent Teacher Association Committee Meeting
Thursday 16th November 2017, 6:30pm

Present: Lynsey Prewett (Head of School); Sarah Jones-Morris (Co-Chair); Zoe Banks (Co-Secretary); Cathleen Schmitke (Co-Secretary); Pete Herbert (Co-Treasurer); Chris Barrell (Co-Treasurer); Katherine Rooney (Communications Officer); Ellie Bradshaw (Teacher Liaison); Jo Knight (Teacher Liaison)

1. Apologies: Estelle Holland, Sara Evans, Rae Pears

2. Minutes of the last meeting 26th September 2017

Item 6, Fundraising: gym crash mat has been purchased for school.

Action: Invoice for gym mat required by PH and CB.

Minutes of the last meeting of 26th September 2017 were approved.

3. Communications

a) KR and CB have been tidying up Trello to make it more efficient. It was decided that Trello only be used by committee members with the PTA website used for public communications (PTA website is up to date). In Trello, each 'board' will have the following cards: 'general', 'to do', 'doing' and 'done' and actions/events/activities will move along the workflow accordingly. Trello is not a secure place to store passwords, so these will be removed.

Action: KR to remove all personal data and passwords from Trello by 23/11/2017.

Action: PH to look into open source password locker.

b) There have been too many emails so it has been decided that PTA emails to Lynsey, Tracey or Imrana be sent via the pta@gmail account only and to the school email address. All emails to parents to be sent from pta@gmail account. Committee members were reminded to sign off with their name when sending emails from the pta@gmail account, not just the PTA signature.

4. Fundraising

a) One crash mat for gymnastics has been bought by the PTA for the school.

Action: Invoice for crash mat is required by PTA. PH to chase this.

Action: KR to put photo of gym mat in action onto PTA noticeboard.

b) Contacts have been made with arts and music workshop facilitators and more to be done. It was decided that world music best for the EYFS pupils and that Bristol Samba was a good option. It was decided that years 5 and 6 need something more focussed, so a visual art workshop best for them, in particular the film one. Bernhard Gross has provided PTA with contact for UWE music outreach who may offer a free music day for years 4 or 5. The mosaic for schools costs £1950 so it was decided that we would need obtain a grant for this.

Action: Lucy Badrocke to contact 2 x visual artists.

Action: CS to contact Samba and world music for costs and availability. (**Actioned 22/11/2017**)

Action: CS to contact UWE music outreach and enquire about free music day. (**Actioned 22/11/2017**)

5. Events

a) Hot chocolate sales are going well with £90 made the first time and £60 made the second time. Committee agree that lids for the cups are necessary but also expensive. Idea to have squirty cream instead of a lid and charge more. Agree that need to get supermarkets to donate supplies for the hot chocolate sales. Agree that need announcement in the morning and after school on the day of the sale to get more business.

b) Cash for Clothes are coming to collect on Wednesday 6th December between 9am and 1pm. Bags have been dropped off and need handing out on Friday 24th November. Full bags to be dropped at the school on Tuesday 5th December and kept in school hall overnight. Need volunteers to help office on Tuesday 5th to carry bags to school hall and also on Wednesday morning to help load onto the van. Flyers have been made for this and information will go in newsletter for Friday 24th when handing out bags.

c) Christmas Fair will be on Monday 11th December after school (3pm till 4:30pm). Grotto is being made and Santa will be played by Mr. Matthews. Colston Girls School will have a stall there to raise money for a trip to Zanzibar. JK has volunteered to head up the 'jam jar raffle', fair will also have second hand book stall, tea, coffee, cake and hot chocolate, face painting and mendhi. Non-uniform day on Friday 8th where children bring chocolate donations for chocolate raffle at fair.

d) Christmas tree sale will be on Saturday 9th of December from 10am till 4pm. There is an Eventbrite set up where people can register to buy a tree on the day. Flyers have been made, a text and email has gone out and information will be in the newsletter for Friday 24th November.

8. Finance

a) Current balance is £800. PH and CB have decided to use WAVE accounting package.

b) Easyfundraising.com is a website where shoppers can find their chosen charity and make Gift Aid on purchases from websites clicked through the fundraising website. Bannerman Road PTA has now been set up on easyfundraising.com.

7. Safety and Wellbeing

a) LP has been in touch with two councillors and feels that the school community needs to be more in favour of the road closure. It was agreed that the school and the PTA could point parents in the direction of the plans. School can laminate and post A3 copies of the plan for the road closure on the perimeter of the school so that parents and community members can see the plans and make an informed decision.

Action: SJM to provide school with A3 copy of the detailed plan for road closure.

b) The meeting ran over and road safety grant was not discussed. However, committee agreed that more could be done to encourage better road safety and less driving to the school. One idea was a parking pledge where pupils get their parents to sign a pledge and pupils can design a badge which can be displayed in car windows. Another suggestion is to start a 'walking bus' which would involve a few parent volunteers to collect pupils from neighbouring streets and walk together to the school.

8. AOB

Imrana Bashir has been thinking of ways to diversify the PTA. One idea is to get members of the Academy Leadership Team (ALT) to stand at classroom doors with clipboards and recruit parents. Another suggestion is to have every other meeting take place in the morning. Post-meeting, Imrana looking into arranging a crèche or child-friendly room to have morning meetings at the school where parents can bring their children.

Estelle Holland has been named Fundraising Officer. She has been looking into funding streams and grants. Committee voted to pay £50 annual subscription to Grant Finder.

9. Date of next committee meeting

Monday 22nd January 2018, 8:50am to 9:50am

10. Date of Christmas Fair planning meeting

Tuesday 28th November 2017, 8:50am