

**Bannerman Road Community Academy Parent Teacher Association Committee Meeting**  
**Monday 22<sup>nd</sup> January 2018, 8:50am**

**Present:** Lynsey Prewett (Head of School); Tracy Jones (Deputy Head of School); Sarah Jones-Morris (Co-Chair); Zoe Banks (Co-Secretary); Cathleen Schmitke (Co-Secretary); Chris Barrell (Co-Treasurer); Estelle Holland (Fundraising Officer)

**1. Apologies:** Katherine Rooney, Rae Pears, Pete Herbert

**2. Minutes of the last meeting 16 November 2017**

Minutes of the last meeting 16 November 2017 were approved.

**3. Chair's Report**

a) Feedback from co-chairs/school meeting: Communication is always something that can be improved, and PTA can help with this, but need more help from other parents. Parents were informed of where they could find PTA noticeboard. Parents can also input to PTA ideas of how we can spend money. Parents feel that more can be done by lunchtime leaders to enable different activities at lunch playtime. TJ passed around a timetable of activities for different year groups during lunchtimes.

**Action i**

PTA noticeboard needs updating. CS to liaise with KR and EH.

b) Committee voted yes to appoint Lucy Badrocke as Public Art Project Manager for the Road Safety Trust Grant There will be a steering group formed of ZB, SJM, 2 x school staff, staff from City Academy and local councillor. Children will be involved in art workshops to help design and create the installation that will be under the Bannerman Road tunnel once this road is closed to traffic.

**4. Communications**

a) Communication between school and parents was discussed in item 3a)

b) Contact details of parents: it was agreed that PTA could collect email addresses of those parents who are happy to be contacted about events and call outs for volunteers. On issue of parent involvement, school mentioned very low response to parent school survey.

**Action i**

TJ to ask parents to fill in school satisfaction survey at parent teacher evenings. Can also ask for parents' email addresses for PTA

**Action ii**

CS to make email address slips to collect parent emails and give to TJ

c) PTA newsletter: Committee members do not currently have enough time to do this. It was agreed that we would carry on including a small section in school newsletter. One idea was to have a PTA blog on our website. We can also make sure that every September with new intake of pupils/families that we get our information to them.

d) Changing public name of PTA: It was agreed that we would now be called 'Friends of Bannerman'. Bannerman Road PTA would still be used officially for bank account and for registered charity business.

**5. Fundraising Goals**

a) Arts and music workshops: There will be one art workshop for years 5 and 6, one art workshop for years 1 and 2. Currently in discussion with UWE for music workshop for years 3 and 4 and with Dragonbird Theatre for Reception.

**Action i**

CS to send school and committee calendar for this

b) Grantfinder: EH is looking into grants

**6. Events**

a) Hot chocolate sales: We have now done 10 sales but need more parent volunteers to sell. From January, each sale will have support of one class. So far have had Banana. Next one is Bay. Teachers ask parents to bring cake and to stay and sell on the day. Clearing up is normally finished by 3:50pm.

b) Cash for clothes: There will be another cash for clothes collection on **Thursday 12<sup>th</sup> April**. Bags will be delivered to the school during week beginning 12<sup>th</sup> March. The last collection raised £100.

c) Future events:

- Cake and Create, world book day costumes session: Friday 23<sup>rd</sup> February to occur alongside hot chocolate sale
- Easter egg hunt (this will be organised by the school but need parent volunteers to hide the eggs): Friday 23<sup>rd</sup> March
- Family breakfast: Tuesday 1<sup>st</sup> May
- Summer fair: Saturday 7<sup>th</sup> July

Other ideas include a school disco and film nights. TJ said that many of these events can be tied in to different parts of the curriculum, such as mental health and wellbeing.

## **7. Finance**

a) Bank account: We now have a bank account, just waiting for paperwork to arrive.

## **8. Safety and Wellbeing**

a) Easton Safer Streets: this was included in presentation to committee and parents before the meeting.

## **9. Any other business**

There was none.

## **10. Date of next committee meeting**

Monday 5<sup>th</sup> March 8:50am