

Friends of Bannerman Committee Meeting
Monday 5th March 2018, 8:50am

Present: Lynsey Prewett (Head of School); Rae Pears (Co-Chair); Sarah Jones-Morris (Co-Chair); Zoe Banks (Co-Secretary); Cathleen Schmitke (Co-Secretary); Chris Barrell (Co-Treasurer); Mark Harrison (Fundraising Officer); Imrana Bashir (School Family Liaison); Monira Ibrahim (Parent Member); Hannah Keenan (Parent Member)

1. Apologies: Katherine Rooney

2. Minutes of the last meeting 22 January 2018

Action 3.i: PTA noticeboard needs updating. LP to ask Candy to make a new sign for it as we have changed name to 'Friends of Bannerman'. Candy can update noticeboard for committee when required. Idea of having a school competition for design of Friends of Bannerman logo.

Minutes of the meeting 22 January 2018 were approved.

3. Chair's Report

a) General update: Sarah Jones-Morris has stepped down as Co-Chair. Pete Herbert (Co-Treasurer) and Estelle Holland (Fundraising Officer) have both left Bannerman Road. CB happy to continue on his own as Treasurer. Will need to elect another Co-Chair. Elections will be at AGM and all committee roles will need to be advertised in advance.

Action i

RP to confirm committee member election procedure and advertise for roles

b) Mark Harrison introduced himself as experienced bid-writer and fundraiser. Committee unanimously for MH to become Fundraising Officer.

4. Communications

a) Contacts database is being set up by CS after collecting parent email addresses.

b) Friends of Bannerman newsletter: It was agreed that Friends of Bannerman could send out a termly email newsletter and send to parent contacts. HK agreed to find a suitable template that could be sent out to each member of the committee to fill in their section by a certain deadline.

Action i

HK to find template for email newsletter

c) Noticeboard: This was discussed in Item 2. KR needs to be aware of this.

Action i

CS to share calendar of events with Candy for noticeboard, including dates where parent volunteers are needed
(This was actioned on 9 March 2018)

5. Fundraising Goals

a) Arts and music workshops: There will be one art workshop for years 5 and 6 in July and one art workshop for years 1 and 2 in March. UWE Music Outreach pilot is going ahead for 30 pupils from years 3 and 4. CS meeting with UWE and years 3 and 4 teachers to finalise plans. Friends of Bannerman have agreed to fund transport for UWE project on Sunday 22nd April to the Colston Hall's Festival of Sound. Dragonbird Theatre has been booked for Reception on 19th March.

Action i

CS to confirm with Lucy Badrocke date for year 1/2 art workshop and share calendar of events with school and committee. **(This was actioned on 9 March 2018)**

Action ii

CS and RP to meet and discuss dates with LP for next year before INSET day 29th June

b) Wish list from school: School needs wellies and two picnic benches made from recycled plastic for the 'fairy garden'. Scrapstore 'Playpod' was discussed as option to improve playtime. Big Lottery Fund is an option for this. LP will discuss the necessity/desire for this with SLT and MH to look into Big Lottery Fund as potential funder for Playpod. LP confirmed that school is looking into purchasing durable felt to cover muddy areas in order to make play space in winter larger.

MH to investigate grants for picnic benches and wellies after obtaining further details from LP

6. Events

a) Hot chocolate sales: Discussion of using reusable cups. Logistics need further consideration. Hot chocolate sale this Friday could be good opportunity to think about how logistics of taking deposits and reusing cups would work. Idea of Friends of Bannerman logo being printed on cups that could be reused. It was decided that when weather warms, lemonade and ice poles will be sold instead of hot chocolate. Continue doing cake as classes can still contribute. It was decided that committee would not purchase a freezer for ice cream due to lack of storage. Ice poles can be stored in kitchen on the day of the sale.

b) Cash for clothes: There will be another cash for clothes collection on Thursday 12th April between 9am and 1pm. Bags will be delivered to the school during week beginning 12th March. Need new letter to be sent out to parents before Easter. Bags will be available to collect from the office instead of handed out to each family as was done in December.

Action i

KR to draft new letter with details for April collection

c) Easter egg hunt: This will either be Thursday 22nd of March or morning of Friday 23rd March. Need three parent volunteers to hide eggs in the morning.

d) Family Breakfast: This will be Tuesday 1st May. RP and CB to organise. Permission slip to go out to families the week before to register interest. Families pay on the day. Will need volunteers to run it on the day.

e) Summer Fair: Date has moved from 7th July to 14th July so as not to clash with St Paul's Carnival.

7. Finance

a) Bank account: Most of the money has been banked. Committee has balance of £3,200. Accounts system is working well. Committee members were reminded to write on any receipts what and when the purchase was for. CB will have a full report ready for the AGM.

8. Safety and Wellbeing

This was not discussed.

9. Any other business

Bristol Grammar School have an outreach programme for arts and music as well as a new performance space which can be made available to Bannerman to use. CS is due to speak to BGS to learn what they can offer Bannerman Road in the next academic year.

CS is attending the Mental Health and Wellbeing group this week. Can provide feedback to committee.

10. Date of next committee meeting

AGM, Tuesday 24th April, 6pm