

Friends of Bannerman Road Committee Meeting Minutes 2/10/2018

In attendance: Lynsey Prewett, Jo Knight, Ellie Bradshaw, Rae Pears, Cathleen Schmitke, Chris Barrell

Agenda Point	Summary of discussion	Action, person responsible
1. Year overview	<p>Allocate person to lead each event. Current focus on events between now and Christmas.</p> <p>Fortnightly cake sales by class, summer term by year group, other events throughout the year</p>	
a. Family breakfast 10/10	<p>The Tesco vouchers will help provide food for this event, other donations to be collected, the aims include increased communication between parents and school, build community, potentially launch class ambassadors</p>	<p>Rae following up w/Leslie from café, adding Abiir to PTA comms email list, Imrana will be attending. <i>Post-meeting note: family breakfast was very popular. Discussion needed to improve event.</i></p>
b. Diwali/Bonfire Night 9/11	<p>Need to time this for after mosque attendance, will use tickets (maybe Eventbrite?) to gauge interest, ticket to include glow stick treasure hunt, food – roasted potatoes, hot chocolate with marshmallows and drumming. Forest school will prep for this and school will do lantern making activity prior</p>	<p>Cathleen to lead with help from Jo, also Gurveer's mum maybe. <i>Post meeting note: PTA will use Parentpay to administer tickets and then invoice the school. There will be some 'on the door' as well.</i></p>
c. Cash for Clothes 4/12	<p>Flyers need producing and organising of storage</p>	<p>Cathleen</p>
d. Christmas Fair 7/12	<p>Each class/year group will have a table and sell/do activity that they create giving them ownership and understanding of money, planning, etc. Coffee</p>	<p>Rae and Imrana at coffee mornings, Lynsey and Ellie to implement with teachers</p>

	mornings will aid in development.	
e. Christmas Tree sale 8/12	Aiming for 100 small trees this year to be sold on Saturday, tickets bought in advance and well publicised	Chris
f. Marketing and comms re events	We need flyers (A5 and A4) for our events, use Eventbrite and text messages from the school	Cathleen and Rae to lead on design of flyers
2. Recruitment and class ambassadors	We need more involvement from parents and using class ambassadors to spread the word and get more directly involved will help. Teachers need to promote this as well as identify people appropriate. Two per year group ideal.	Lynsey, Jo and Ellie
3. Fundraising aims	The overarching theme was agreed to be the science of baking and cooking. A cooker was identified as needed for Year 1, but all year groups will participate at age appropriate levels. Other identified needs will be addressed as possible eg the benches and shed	Rae and Cathleen Jo to send Rae details of benches/shed.4.
4. Next meeting date	24/10 evening	All
5. AOB	Trello, staying in contact Chris needs signatures for financial docs	All