

## Bratton Fleming PTA Minutes of meeting held 7pm on 9<sup>th</sup> February 2009 at School.

1. **Apologies** Pippa, Jo D, Natalie, Leah, Richard.
2. **Present** Sue, Jo G, Alison and Jack, Debbie, Alex, Melinda, Annie, Alex, Mandy.
3. **Minutes** of last meeting approved and signed. **Matters arising** Big Sheep evaluation - Good turn out and good time by all. Took £249. Thanks to all on door, raffle and quiz. Quiz answers to be made available on web site. Newsletter needs to direct people there. Alex to phone for deposit cheque back.
4. **Treasurers Report** £1969.84 in the bank
5. **Cake stall** this Thursday 3.15pm would be better but 3pm on posters!! Too late to change now. **Ladies second hand sale** Ask Pippa to do a flyer in 4 piles of 30 to make distribution easier for Heather please. More of an explanation in newsletter and on flyer for information to emphasise a social get together more than anything else. 2 rails in school hangers needed – Mandy has some Thank you. Clothes to go to Jo. D and Pippa from Tuesday 24<sup>th</sup> onwards. Help sorting? Debbie to get wine and nibbles. **Easter Chocolate Bingo Saturday 28<sup>th</sup> March 2009** to be held in school 5pm. Sharon has kindly offered to do the calling. Thank you. Jo D to do refreshments? Barbeque burgers and sausages? Donations of salads? Staffing? Open at 5pm and at break? Jo G to organise a tuck shop (without too many additives!!!) Sue said she is unable to come - who will open school at 4.30pm to set up. Pippa to do flyers and posters? Jo G to put in Bratton news? Alison to ask Sarah to advertise on Lantern fm? Who to organise football card? Debbie to buy bingo cards. Debbie to ask for Easter eggs from parents via the newsletter. Has anyone a bingo game? Who to be on the door? £2 for adults for a book of 12 games £1 for children and additional books. Advertise in Journal?
6. **New Faces** – It was great that Mandy Hewlett was with us and made such a contribution also pointing out that any small contribution that parents make is greatly received. Attending events is a contribution!! Another event to encourage new faces to be arranged? To be discussed at next meeting. Debbie to put on the web site the roles and responsibilities of the committee officers and members. Information to be found out from NCPTA. Jack asked to buy a clearer address at a cost of £6-7 a year All agreed. Links to school and village. Sue to link PTA when school site revamped. The site is secure. Thanks Jack!!
7. **School Wish List should we have one?** – Food for thought. Do the committee want the present system of the staff making a list that the committee decide how the money is spent in consultation at meetings with Sue. Or any money over say £500 in the account go to the school to spend then report back to PTA? This would stop a lot of money sitting in the account when the school could be spending it. Debbie read out the PTA constitutional objectives (to be put on web site). These would have to be adhered to regardless of which method was agreed at next meeting. A cheque for £1000 was signed to hand over to the school. This would go towards drinking bottles, video cameras, chicken run ets. Sue to put in newsletter.
8. **Any other business – Hero Rats** Choice of £5 a month or £250 one off payment! There is a part ownership for £60 which those present agreed to. Ted to name it and Sue to put in newsletter. **PTA events** Sue bought up that recent training had bought up issues that affect PTA events held in school. ALL electrical equipment has to be PAT tested. Possible to bring equipment in for this when the school is having equipment tested but at PTA expense 1<sup>st</sup> April 2009. Extension leads are particularly a risk. Alex to buy new ones for PTA that must be fully extended before use. Risk assessments to be drawn up and recorded before every event, fire drill information given out before the start of each event and register of those present. First aider required on site and child protection! Children to always be accompanied? PTA welcome to join in training being held at school First Aid 10<sup>th</sup> March 2009, child protection 18<sup>th</sup> March 2009 and Health and Safety 26<sup>th</sup> March 2009. Debbie to ask NCPTA their advice on this. Meeting to discuss these implications with Sue, Alex, Mandy and Jo.G after school on 26<sup>th</sup> March 2009. Melinda read out part of the insurance certificate which should be read and understood by all! Insurance certificate to be displayed. PTA notice board required and to be maintained. Sue informed us that we as a school have been included in a pilot scheme for no notice inspection from Ofsted!
9. **Date of Next meeting** – TUESDAY MARCH 17<sup>TH</sup> 3.30P.M. at school.