

**BRATTON FLEMING PRIMARY SCHOOL PTA  
MINUTES OF MEETING ON 29<sup>th</sup> APRIL, 2009**

**1. Present:**

Jo Galbraith; Sue Peckett; Alison Mullen; Melinda Sharpe; Mandy Robbins; Annie Jones; Pippa Wright; Richard Jeffery; Jo Dunbavin.

**2. Apologies:**

Gail Ridd Jones and Debbie Harding.

**3. Minutes of previous meeting:**

No formal minutes of previous meeting were available as it was simply held to plan the Chocolate Bingo event.

**4. Evaluation of Chocolate Bingo:**

Melinda reported that expenditure on the Chocolate Bingo was £158.00 and income was £283.62, resulting in a profit of £125.62. This money had been given to the school to fund the purchase of the Eggulet for the new chickens. It was reported that the money spent on buying eggs had not been needed as there had been sufficient donations of eggs and in the end there were more eggs than needed. It was noted that PTA should rely on donated eggs in future as this would increase profits.

A number of health and safety issues had arisen which had provided useful lessons for organising future events:

- The new signing in system was tried, but although people signed in, several left during the course of the evening and no one signed out.
- The children did not stay in the school hall and went into the class room area which caused problems for the care taker.
- The Kitchen door was left unlocked at the end of the event which caused a security problem.

It was agreed that at future PTA events 2 people will check the school to ensure everywhere is locked.

**5. Bags2school evaluation:**

Although this was very successful in terms of the number of bags brought into school for the collection, there were difficulties as the collection was booked for 2.15pm and did not take place until 4.45pm. It was agreed that in future it would be arranged for a collection during the morning. It was also agreed in future to consider organising the Bags2School collection immediately after a 'new to you' sale so that any unsold clothes could be sent to Bags2School.

**6. Risk Assessment**

Sue reported back from the Risk Assessment meeting and explained that this took place following a school H&S risk assessment. The school gained very good feedback and the assessor was very impressed that PTA was even considering H&S!

At the Risk Assessment meeting draft PTA Fire Safety information had been prepared and this was reviewed. Sue confirmed that if an event was organised in the main by the

school, eg Open Evening after Sports Day in the summer or Christmas Fayre, and school staff were present, then the school take responsibility for fire safety.

In general the Fire Safety information was agreed and this will now go to Governor's for approval. If approved then the PTA will adopt it and at that time identify who will be Fire Marshalls etc.

#### **7. Letter of Resignation from the Chair:**

Sue read out a letter from Jo Galbraith which explained that, regretfully, she had taken the decision to resign from the position of Chair of PTA. Sue, sadly, accepted Jo's resignation and talked of what a wonderful job Jo had done; how successfully she had moved the PTA forward; and how grateful everyone was for her hard work and commitment. This was endorsed by everyone present.

It was noted that there was no need to formally elect a new Chair until the AGM in September 2009. Because, however, the Vice Chair was not currently able to commit to a 'stand in' role, it was agreed that in the meantime it was necessary to identify a point of contact/temporary 'stand in' until the AGM. Pippa Wright very kindly volunteered to stand in until September 2009. Jo Galbraith agreed to continue to sign cheques until the new chair was elected.

#### **8. Summer Fair:**

The Summer Fair is to be held on July 3<sup>rd</sup> from 4pm to 6pm. It was agreed that there needed to be a sub committee to organise this event successfully. The Summer Fair sub committee will be: Jo Galbraith, Gail Ridd Jones; Debbie Harding; Jo Dunbavin and Pippa Wright. An early meeting is needed to start the planning process and Wednesday 6<sup>th</sup> May at 1.45pm at Jo Dunbavin's house was agreed.

The theme of the Summer Fair is to be an American theme and this includes the Fancy Dress competition.

A number of ideas had already been suggested, including a line dancing demonstration and a Morris Dancing display. The school will put on some singing and dancing displays, (including the May Pole) but will not have any musical performances due to the poor acoustics outside. It was agreed, however, that it would be nice to have some sports events too. There will also be a Carnival Princess and attendants. It was also hoped that Debbie Harding may be able to arrange pony rides.

A number of stalls will be considered alongside those organised by the school and PTA. People to be approached include the Kabin (possibly Tombola like last year); Baptist church; Beavers (Nan Austin); and Playgroup may like to do a stall this year.

The photographer who came last year will be approached to take photos again this year as he did such a good job last year, but it was agreed he should be given a badge or form of identification so everyone knew he was the 'official' photographer.

**9. Sports day refreshments:** Sports Day will be held on Weds 1<sup>st</sup> July, 2009, starting around 1.30/1.45pm. PTA will organise the refreshments for sports day, cream teas to be sold. In addition, free lollies will be given to the children. The Open Evening in school will be held after the Sports Day and refreshments are over. Helpers on the day

to meet at Jo Dunbavin's house at 1pm and to move across to the school at 1.30pm. As many hands are needed as possible to make sure everything is prepared in time for everyone to be able to go and watch the Sports Day. Donations of scones will also be needed.

#### **10. Other Fundraising Events:**

It was agreed to hold a Cake Sale in school on Thursday 21<sup>st</sup> May, 2009 at 3.15pm.

#### **11. Treasurer's Report**

Melinda reported that there was currently £100 in cash and £1128.72p in the bank. There was also £150.04p in un presented cheques from Bags2school and Yellow Moon - being chased by Melinda.

#### **12. Any other business:**

- Pippa requested a list of phone numbers/names to help her in her 'stand in' role.
- Jo Dunbavin identified the need to do some recruiting for PTA and suggested a social to try and bring new people in. A leaflet about PTA was also suggested. It was agreed that both these ideas should be put on the agenda for the next meeting, although it might be helpful to prepare something prior to the intake meeting for new parents in the second half of term.
- Sue asked if the PTA would consider funding the cost of the coach (£400) for the school trip to Saunton Sands, and this was agreed. Sue would also like to buy each child an ice cream and planned to negotiate a deal with the shop at Saunton Sands, but estimates it will be between £50 and £60. The PTA also agreed to fund the ice creams.
- Jo Galbraith talked about a leaflet she has received (Paws for the Day) where guide dogs can come into school. The purpose is to raise awareness but also to seek donations, of which half go to school. Jo G will find out more and see if it is possible to incorporate with the Summer Fair.

#### **11. Date of next meeting:**

Wednesday 17<sup>th</sup> June, 2009 7pm at school

#### **12. Date of sub committee meeting (Summer Fair)**

Wednesday 6<sup>th</sup> May at 1.45pm at Jo D's house.