

The Friends of Bembridge Primary School

# Minutes

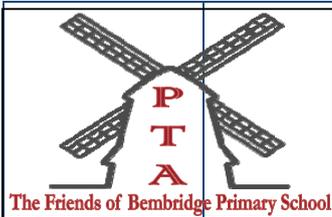
<p>Date: 27th January 2017  Spring 1</p>	<p><u>Present: 13</u>          Kelly Hassett      Emily Lyle          Richard Weaver     Lucy O'neill          Anna Weaver        Natalie Wade          Clare King           Cheryl Milne          Sandra Grocock     Katie Knowles          Clemma Yardley    Thea Rob          Laura Robinson</p>	<p><u>Apologies: 6</u>          Kara Hall Yr 5 rep          Claire Dean Teacher rep          Lucy McCallum Y5 rep          Emma Goldring– Randon-          nee          Caroline Townson– Y4 rep          Lauren Griffiths-YR rep</p>
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Agenda	Discussion	Action
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<p><b>1. Welcome, role of the committee and constitution</b></p>	<p>Kelly explained why we have a new committee, what the restructure will look like, what has happened, the problem had been that we needed parents from lower year groups and one were coming forward... Kelly attended a meeting earlier in the school year where she mentioned that she had set up a year 1 Facebook group, which had proven to be very successful, so she suggested a Facebook group that would encompass the whole school. Penny decided to step down to try to encourage more people to get involved</p> <p>The idea is to have a larger committee with reps from each year group so that the responsibility does not fall to just a few.</p> <p>A key aim is to try to get more people involved so that we avoid a situation where just 3 or 4 people are always doing the work.</p>	
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	<p>ii. Representatives from each year group are as follows:          Reception: Laura Robinson , Emily Lyle, Lauren Griffiths          Year 1: Lucy O'Neil, Natalie Wade, Kelly Hassett, Anna Weaver          Year 2: Penny Riley          Year 3: Cheryl Milne, Katie Knowles          Year 4: Caroline Townson          Year 5: Kara Hall, Lucy McCallum , Theodora Robinson          Year 6: Penny Riley, Clare King, Kerrin Dabell</p> <p>Mrs Grocock said that it sounded like a good group of people. It was noted that there are currently 71 members on the Facebook group.</p>	<p>KH to publish roles on fb page</p>
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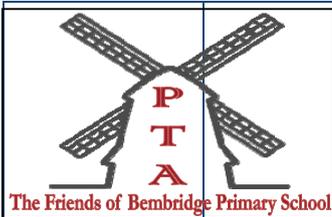
	<p>iii. Roles of the Committee:</p> <p>Chairperson/ Secretary: Kelly Hassett proposed by RW and seconded by LO, all in favour          Treasurer: Anna Weaver: proposed by CK, seconded by KH, all in favour          Vice Chair: Richard Weaver proposed by KH, seconded by NW, all in favour          Minutes Secretary: Clare King proposed by AW, seconded by RW, all in favour          Teacher reps: Clemma Yardley and Claire Dean, all in favour.</p> <p>Legally we need to have 2 officers, strictly speaking we should always have a proposer and a seconder for each officer. We should have a finite number of people on the committee so that we can then ensure we have a quorate number at every meeting.</p> <p>It was decided that we need to have at least 1 rep from each year group attending the meeting. Where there are more than one rep per year group, they can all come but should ensure that at least one attends and this can be decided by those involved. The half termly committee meetings will be more formal but anyone else can come to a meeting by invitation, and we will have general meetings where everyone can come.</p>	<p>KH to recruit more Year 2 Reps</p>
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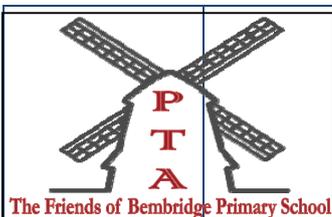
Agenda	Discussion	Action
<p><b>1. Welcome, role of the committee and constitution</b></p>	<p><u>iv. Constitution:</u></p> <p>A proposed model template of a constitution document was presented by Anna Weaver, which she had downloaded from the PTA UK. This document detailed the aims and objectives and rules to follow and voting procedures etc.</p> <p>It is thought that there was a constitution in place previously but there is no record of this from previous PTA groups. We need this in place for Charity registration but we need to have this first so that the legalities are all formalized. As a newly formed PTA, it was suggested that it would be good to adopt the constitution so that decisions can be made with a quorate number of people.</p> <p>It was suggested that we should be registered with the Charities Commission as this would provide us with other fundraising opportunities, it would also place requirements on us for example, a requirement to send in end of year accounts and end of year reports.</p> <p>The nature of the constitution document was discussed and it was understood by everyone that it was a standardized form PTA UK, which is an umbrella organization for all PTAs in the UK, providing guidance and suggestions as well as insurance etc.</p> <p>The discussion about the constitution resulted in an option to sign the document today or give people a chance to read and then sign it next meeting. However everyone decided that since it was downloaded from a trusted source and is pre-approved by the Charities Commission that we could adopt it at the current meeting.</p> <p><u>Vote to adopt at the current meeting:</u></p> <p>All in favour Signed by KH and witnessed by RW</p> <p>The objectives for the PTA formation can be seen in the PTA document but specifically it defines PTA members as all the parents, guardians, and teachers.</p> <p>The Bembridge PTA is actually a Friends association which is almost exactly the same but can also co-opt other members, such as an ex parent or the local minister.</p> <p>The document also gives rules for the organization of AGMs, the role of the committee and the minimum number of committee meetings per year and the suggested quorum as 50% of committee members present at each meeting.</p> <p>It is also a requirement to keep minutes of all meetings.</p>	<p>AW to produce the constitution in pdf to publish on the fb page</p> <p>KH to keep a copy of the constitution on file</p>
<p><b>2. Finances</b></p>	<p><u>i. Treasurer's report:</u></p> <p>Teachers have historically approached the PTA directly for things, but Mrs. Grocock said really this should not happen and money spent by the PTA should be approved by the school as a whole before funds are given to specific teachers.</p> <p>There are some things we have always paid for and would like to continue to do so, for example, we always pay for the Year 6 leaver's activity day and their leavers year books. This is in the region of £800-£900.</p> <p>During the last year we have tried to spend money rather than have a massive balance in the bank as this defeats the general purpose of fundraising if the children currently at the school do not benefit. We have tried to spend as much money each year as we have raised. Currently there is £500 in the bank and there are commitments ahead for which we need to raise funds.</p>	



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<p><u>2. Finances</u></p>	<p><u>i. Treasurer's report:</u></p> <p>Teachers have historically approached the PTA directly for things, but Mrs. Grocock said really this should not happen and money spent by the PTA should be approved by the school as a whole before funds are given to specific teachers.</p> <p>There are some things we have always paid for and would like to continue to do so, for example, we always pay for the Year 6 leaver's activity day and their leavers year books. This is in the region of £800-£900.</p> <p>During the last year we have tried to spend money rather than have a massive balance in the bank as this defeats the general purpose of fundraising if the children currently at the school do not benefit. We have tried to spend as much money each year as we have raised. Currently there is £500 in the bank and there are commitments ahead for which we need to raise funds.</p> <p>We have always given the funds raised from Cakes sales directly to the class and this has been on the basis that it must be spent in that school year and any residue would then be reallocated back to the central pot. This should be fed back to the parents, e.g.</p> <p>"For each class, the Cake sale money was spent on....." (this should be something that is communicated via the newsletter that will be each half term).</p> <p>It was felt that the teachers need to give a receipt, they can have the money upfront and sign to say they have received it, this will produce an audit trail so that it is all very transparent.</p> <p>It was agreed that funds made by a specific cake sale for a specific year group should be ring fenced and not averaged out across all the classes to encourage parents to be competitive and motivated to make and sell and raise as much as they can for their child's class.</p>	<p>Any spending to be approved by the Committee</p> <p>KH to inform parents what the cake sale money was spent on in the next newsletter.</p> <p>AW to give receipts for all money spent/ issued to teachers</p>
	<p><u>3. Fundraising target</u></p> <p>The PTA in conjunction with the school would like a target to fund raise for, what would they really like? For example it would be nice for each class to have funds for school trips i.e. to pay for the bus.</p> <p>RW proposed that income streams from specific fund raising events are spent on certain things.</p> <p>It was felt that fund raising should be linked specifically to a target, for example play equipment.</p> <p>It was suggested the target could be to create an outdoor learning area in the green area at the front of the school or to improve the existing playground. At first it was thought that we could have 5 things that children vote to raise money so they feel included in the process. It was then suggested that instead we should have a general target e.g. Outdoor play equipment, and we can see how much money we raise and then vote afterwards depending on what we have raised and what it will buy. It was felt that the children would benefit from instant gratification...</p> <p>However the train in the play ground is getting old and beginning to splinter, so we might need to update some existing equipment too.</p>	<p>KH to target the 'silver smarties' fundraiser to improving outdoor space.</p>



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<p><u>3. Fundraising target</u></p>	<p>It was felt that we should have a sensible lower limit in the bank account, for example it is currently at £500. This is so we always have a contingency fund in case there is something that is required immediately. We might aim to raise this minimum amount to £1000 by the summer.</p> <p>Future commitments need to be met...We should consider that each fund raising event be considered as if it was the last so that we always have enough money to deliver on all our commitments.</p>	<p>AW to decide upon a contingency amount.</p>
<p><u>4. Calendar:</u></p>	<p>Kelly Hassett shared the calendar she had prepared with events such as cake sales and sharing assemblies, when texts would be sent, and when the raffle tickets would be on sale etc.</p>	
<p>5. Upcoming events:</p>	<p><u>i. Valentine raffle</u>            Tickets will be given to all children on Monday 30/01/17 and will be due back in by Thursday week (9th Feb)/</p> <p><u>ii. World book day:</u>            2nd March 2017. Fancy dress for all the children, bring in a £1, every £2 raises money to buy a child a book in Africa via BOOK AID. Suggested that we have a PTA book sale to accompany the World Book day, e.g. a Children's book sale: Clemma Yardley will check with Claire Dean to see if that would work. Mrs Grocock does not want parents to feel they always have to spend money</p> <p><u>iii. Kelly Hassett suggested "Silver Smarties":</u> children are given a tube of Smarties to take home and eat but must fill the empty tube with as many 20ps as possible, over half term. Each tube is £12 if filled. Even if they put two coins in but enjoy the Smarties, that is fine but they must try to fill it and bring it back. Mrs Grocock said that it was fine to give Smarties but children would have to take them home rather than eat them in school and we would need to check for allergies etc</p>	<p>KH to prepare raffle tickets to go in bags on Monday. Monies to be collected and raffle drawn.</p> <p>KH to arrange book sale</p> <p>KH to arrange silver smarties</p>
<p>6. Future events</p>	<p>i. Other upcoming events to discuss at the next meeting were linked to Easter and Mother's day.</p> <p>ii. Randonee (Sunday April 30th) .... Jackie Tarry has passed all the information directly to Emma Goldring who will be taking up the challenge of organising this event. She has included a draft letter to send to parents detailing all that needs to be done and the help that is required.</p> <p>iii. Phil the Bag...CK suggested we do Phil the bag over February half term. It was agreed that we would wait until the Raffle, book sale and smarties are done, as not to overload parents with requests.</p>	<p>Randonnee focus group needs to be set up</p>
<p>7. AOB</p>	<p>The formal committee meeting will be once each half term on a Friday straight after school (only one hour max) as most people can attend this if it is only once every 6 weeks.</p> <p>Details of specific event organisation can be dealt with outside of the formal meetings and at a time and location of the groups choosing.</p>	
	<p>Next meeting: Friday March 10th 2017 3:10pm</p>	