



BRANWOOD PREPARATORY SCHOOL
PARENT TEACHERS ASSOCIATION

www.branwoodpta.co.uk ● hello@branwoodpta.co.uk ●  

PTA Meeting Minutes

Wednesday 14th January 2015

Present:

- Sally McLoughlin (Chair)
- Michelle Duncalf (Treasurer)
- Mrs Boulton (Staff representative)
- Tolu Awogbemi
- Kirk Siddals
- Andrew Connell
- Paula O'Rourke
- Sadia Gilani
- Bertrand Stern-Gillet

Apologies

- Ruth Douglas (Vice Chair)
- Helen Ryles-Dean (Secretary)
- Mrs Follett (Head Teacher)
- Jacqui Pollock
- Radhika Rangaraju

Next meeting: Thursday 12th February 2015

I. Welcome

Sally welcomed everyone to the meeting and thanked everyone for attending

II. January Gift Collection

Sally reported that this was going well so far with a number of items left in the resource room so far. It was noted that Helen had offered to store these until needed and Sally would ask if she could collect them from the resource room after checking with Mrs Follett that she was happy for this to happen. Sally to send out a reminder in newsletter update and all committee members to please encourage parents in form to remember to bring items in if they have them.

UPDATE – Sally has met with Mrs Follett and she is happy for the items to be stored at Helens

ACTIONS:

- Sally to update newsletter
- Helen to collect items from resource room

III. Film Night

The committee discussed the last film night and how improvements could be made. It was agreed that the next film night would be for upper school only and that the technical side would be tested in advance to avoid disruption on the evening. The following details were also agreed:

Date – Friday 27th February

Time – 6.30pm for a 6.45pm film

Target group – Form 3,4,5 & 6 Branwood pupils only

Price - £2 ticket. Tuck shop available at an extra cost

Film – Box Trolls (PG)

Dress code – Onesies and pillows if desired

Kirk kindly offered to supply the film and will check it before showing. He will also find a suitable time within the film to have a break so we can have an interval for toilet, tuck shop etc

Sally confirmed that we have an active license to show the film

Kirk and Andrew volunteered to organize the technical side of the evening, organizing the screen, blu-ray player and speakers. It was suggested this is tested prior to the evening to double check all is working ok.

Sally to confirm all details with Mrs Follett and if ok to arrange letter to go home and publicity.

Paula to look into supplies for the Tuck Shop

Mrs Boulton will attend and is a first aider

UPDATE – Sally has met with Mrs Follett and she is happy for this event to go ahead and will most likely attend the event

ACTIONS:

- Sally to put a letter together and produce posters / website advertising
- Kirk to purchase The Boxtrolls
- Kirk & Andrew to arrange the technical elements to the evening and arrange to go into school to test out
- Paula to arrange tuck shop
- Helen to add to agenda for next meeting to finalise arrangements and work out who can attend

IV. Comic relief

Some confusion over the date for this as in the school calendar it was down as 20th March yet the actual date is 13th March – Sally to confirm date with Mrs Follett.

Sally suggested a fundraising initiative involving giving tubes of Smarties out to all pupils to eat and then fill with 20p's by doing chores etc. She shared a poem that would accompany the Smarties and a link to an assembly that could be done to raise awareness.

Haribos to be given to pupils who can't eat chocolate as well as the tubes of Smarties, which could then be eaten by someone else!

Tubes to be distributed on 6th March and collected in on the agreed Comic Relief Day. Possibility of a treat for returning the tubes filled with money – this is to be discussed at the next meeting.

Each Smartie tube can hold up to £12 in 20p's so a possibility of collecting a good amount of money if everyone gets involved.

Paula volunteered to look into finding a supermarket to donate the Smarties, or find a wholesale supplier

UPDATE –Mrs Follett has agreed this activity and confirmed that Comic Relief can be marked on the actual date of 13th March. She will do an assembly on it on Monday 2nd March and asked that the Smarties and info are available to hand out on that day. In the name of research, Sally has emptied (and eaten!) a tube of the new style Smarties and tried putting a 20p in. She confirms that they work well and have a section on the top that stop the money falling out.

As there is a Science Day occurring for the whole school on Friday 13th it makes it difficult for a 'treat activity' to occur, however she is happy for children to wear red clothes as a treat on that day.

ACTIONS:

- Paula to research suppliers of Smartie tubes
- Helen to add to agenda for review at next meeting

V. Easter

This year, school will be holding an Art Exhibition of the children's work on Thursday 26th March.

The idea of a Lower School event earlier on in the week was discussed and it was agreed that Easter Crafternoon would be held for forms KG1 to Form 2 on the Tuesday and Wednesday with parents and grandparents able to come in join in with the children.

An optional Easter Bonnet competition was discussed and a donation of £1 per pupil towards the supplies.

The committee also liked the idea of giving each of the infants an Easter egg again after the event. All members were asked to watch out for promotions like 3 for 2 at supermarkets and to inform the Treasure, Michelle who will purchase. Michelle will also source two soft toy bunnies to give as prizes for the Easter bonnet competition.

The number of children in the infants was required – Mrs Boulton to find out and report back

UPDATE – Mrs Follett is happy for this activity to go ahead. She has suggested combining KG1 and F1 on one afternoon and KG2 and F2 the other due to numbers.

ACTIONS:

- Helen to add this event to the agenda for the next meeting to finalise arrangements
- Mrs Boulton to report back on infant numbers

VI. Mothers Day

Fundraising ideas for Mothers Day were discussed, along the lines of the Christmas Card initiative which was a good fundraiser, this time involving products like tote bags with childrens drawings on. It was agreed that the timescale was too short at this stage and this would be revisited at a future date.

VII. Garden Update

Jacqui and Paula have made several contacts regarding the garden area including Groundworks and Incredible Edibles. Paula explained that the main problem with making the whole area a 'growing' area meant that it would take a lot of upkeep. Several other options were discussed, including a wooden structure that could be used as an outside classroom, sensory areas, mini beasts section and den building area. It was agreed that it was important to find out exactly what school would want to use this area for and to make a proper plan of the area in order to start moving this forward.

Paula to arrange a meeting with Mrs Follett to start getting this moving.

UPDATE – Paula has met with Mrs Follett and started to make plans for the garden. Following this, staff have been asked to report back as to how they would use the area so that we can consider this in the planning

ACTIONS:

- Paula to visit Fledglings to view their outdoor classroom structure to get an idea of how this might work in our space and to price up
- Paula and Jacqui to update any further developments at the next meeting

VIII. • Finance Update

Michelle informed everyone that there is now £5800 in the account which all agreed was a very healthy balance. Apparently the PTA UK fee is due to come out of that soon but this is very important as it includes our insurance and access to valuable information and resources for running the organization.

IX. Funding Requests

Sally went through all the requests that had come in for funding since September.

- Mrs Boulton – requested funds to buy art aprons for KG1 and KG2 priced at £3.50 each. 15-20 would be required. This would be useful so that parents didn't need to buy them as part of the uniform list. It was agreed by all to buy these. The possibility of speaking to Ikea about a discount or removal of VAT was suggested. Mrs Boulton to purchase and liaise with Michelle re payment.
- Mrs Loates – requested £42.65 to run an inter-house potato growing competition. This was unanimously agreed
- Mrs Loates – requested approximately £200 to put on an activity day with the Small Earth Games Company. Activities include French Skipping, free training for lunchtime staff and the amount requested includes the purchase of elastics which can be used by all pupils after the event to continue the activity. Everyone thought this was a lovely idea and a great way to get people active and provide some fun ideas for break and lunch. Funding was unanimously agreed.
- Mrs Cracknell – requested funds for lighting and sound for putting on productions as this is normally hired in. A request was also made for software and equipment for music to enable pupils to record compositions and effectively have a recording studio. Both requests were discussed and it was felt that the lighting and sound equipment would be something that could possibly be considered once a more definitive cost was known, however the general feeling was that the recording studio equipment and software was something that should be provided by school. Andrew suggested the use of Garageband which is a free piece of software and could be used when the schools IT is upgraded.

Sally had been handed information by Mrs Follett about playground 'recycled tyres' which could be used to climb and jump on. This could be installed in the KG1 playground area. After discussion it was agreed that the committee didn't feel this could be used by the whole school as much as the garden area would or lighting and sound equipment (both of which are larger fundraising targets). It was agreed that our priority would be to really concentrate on finalizing plans for the garden area and pricing this up and to get a more accurate idea of costs for lighting and sound equipment.

Discussion also went on to 'outdoor experience days' and Muck Knees, Natures Den and the scouts were all mentioned as potential groups to contact about coming into school to work with children. We will continue to discuss this idea at a future meeting.

UPDATE – Sally has met with Mrs Follett and she is happy for the activities suggested by Mrs Loates to take place

ACTIONS:

- Sally to report back discussions to Mrs Loates and Mrs Cracknell
- Mrs Boulton to liaise with Michelle about purchase of art aprons

X. Future Plans

Sally went through the events that the PTA were hoping to put on during the Summer Term. She asked everyone to think about whether they would like to lead on any of them as we would be looking for volunteers at the next meeting to form subcommittees. Events coming up include:

- Family Race Night (April)*
- Car Boot Sale (May)*
- Film Night (May) – *hopefully should be fairly simple to run after this initial one in February*
- Summer Fair (June) – *to be led by the Board*
- F6 Leavers Party (June) – *suggestion of asking Mrs Forster if she would like to organise this*
- Summer Ball (July)*

Those marked * are where volunteers are required

ACTIONS:

- All committee members to consider how they would like to support these events next term and if unable to attend the next meeting please express any interest via email to hello@branwoodpta.co.uk to be raised at the meeting

XI. Further Meeting Details

Tuesday 10th February was suggested but many members said they found Tuesdays difficult.

Meetings at school are better on Tuesdays or Wednesdays as it is open later on those evenings. As we are trying to alternate days so that more people can attend meetings, and this meeting was on a Wednesday, then Thursday 12th February was proposed at Blacksticks in Monton if Mrs Follett agrees to the meeting being outside school.

UPDATE – Mrs Follett is happy for the meeting to be held externally

ACTIONS:

- Sally to book Blacksticks and publicise meeting details

XII. AOB

Mrs Boulton showed everyone a new planner which was being suggested for use in school. This was not for the PTA to purchase but just to get a general idea of what parents thought of them. All agreed that they looked very nice and were very practical – a good way of improving communication. It was noted that they need to have good covers as they can tend to look tatty quickly.

Committee members who had agreed to pay £4 towards the teachers wine were asked to pay Bertrand at their earliest convenience.

Meeting Closed 8.15pm

Next Meeting

Date of next: Thursday 12th February 2015 - 6.30pm for 6.45pm welcome at Blacksticks in Monton