



BRANWOOD PREPARATORY SCHOOL

An outstanding co-educational day school for pupils aged three to eleven

PTA Meeting Minutes - 9th October 2013

Present: Alison Foster (Chair)
Sally McLoughlin (Vice Chair)
Helen Ryles-Dean (Secretary)
Ruth Douglass
Karen Ryan
Kusal Ariyawansa
Jayne Cavanagh
Michelle Duncalf (Treasurer)

Apologies Tolu Awogbemi
Tim Douglass
Michael Dean
M Derbyshire
Mrs Boulton (Staff Representative)
Maria Lloyd

Next meeting: Wednesday 30th October 2013
Blacksticks restaurant (First floor), Monton

Welcome from the chair - Chair explained it was important to meet tonight as the trick and treat event is very close and we need to really get this organised.

Minutes – Helen went over the previous minutes, everyone happy no amendments

Website - Sally met with Mrs Higginbottom, the school would like the website to be on a separate server. The website will be on the same domain as the main school site. The website will have a link from the main school website. It is important that people can find us. Concern was raised that parents are not checking the website. Sally shared the template and people agreed it was a great start, the colours look great and it is very child friendly. Sally is happy to cover the cost to start it up. We need to decide what we want on the website; we need to look at extensions. We would all like to see a thermometer with a target for a specific need along with...

- Parent forums
- Parent PTA handbook
- Who we are?
- Resources
- Downloads rather than uploads
- Meetings
- Agenda, minutes,
- Newsletters
- Events

Maxine Derbyshire - Max sent a paragraph to express her views, roles, responsibilities; everything mentioned had already been addressed or was due to be covered. It was felt that the points raised were on the agenda to cover.

Roles & Responsibilities – It was agreed that communication and clear roles and responsibilities was key to be successful. It was felt that Alison often ended up co-ordinating and organising the events. All members felt it was important that communication is really clear. It was felt that in future events, key people would take responsibility and lead small teams. It is vital that other members then do not just do something without running it past the team leader for that aspect of the event.

Finance situation - Branwood, and PTA bank account needs to be separate. Michelle shared the account details. We are happy to go ahead with a separate bank account, Michelle to organise. Branwood are happy to donate any uniform they have to the PTA so we can get the funds. We will have a debit card to purchase online. Two people will sign, chair and treasurer. There is some paperwork that will need to be completed, Alison and Michelle to arrange.

Halloween - Holding the evening at an external venue would be easier, but members of the PTA really want it not to be a fund raising event. It was explained that the reason for thinking about Monton Sports club was to offer something to the parents.

Alison gave a document with planning for the Halloween event.

Main points discussed included...

The evening will not be a fund raising event.

Certificates needs to be in place before the constitution CRB checks need to take place for all PTA members Risk Assessments need to be in place, temporary events notice needs to be obtained.

Roles agreed include...

- Publicity-Ruth
- Flyer Creativity/Distribution -Sally email, poster and flyer
- Clean up- Michelle
- Food/snacks/refreshments - Alison
- Theme/Decorations - Alison
- Activities/Games/Disco - Jayne, Ruth
- Door/Tickets/Payments – Michelle
- Serving – Sally
- Set up – Alison, Karen, Sally
- Template of letter – Alison, Letter will be in bags this week. Letter and slip to go home, children bring back money and slip. Tickets will then be given back.

Activities agreed...

- Pumpkin Bowling
- Pin The Bow Tie on the Skeleton
- Pin the spider on the web
- Witches hat ring toss
- Burst the pumpkin balloon
- Pumpkin bean bag toss

Time will be 6.30 till 8.30. £2.50 a ticket

Eating area will be stalls; main hall will be the disco and fancy dress parade.

Prefects, head boy/head girl to be responsible to support and manage the children, Cordial drinks and snacks, Toffee apples, Trick or treat stall.

Actions

- Think about website and what we want on - Bring to the next meeting
- Alison to chase up the photographs from summer fair