

Wednesday, 9<sup>th</sup> October 2024

## **Bramhope Primary School PTA AGM – Bramhope Primary School at 1830.**

1. In attendance: Emma Gibbons, Sam Gardner, Sophie Tuley, Rosanna Hill, Fiona Rockett-Taylor, Rachel Colbourn, Emily Wilkinson, Nicola Shaw, Rebecca Greaves

Apologies: Rachel Broughton, Gaby Vellest, Sophie Fletcher

2. Approval of Agenda: Yes

Approval of Minutes: No previous committee meeting minutes from 090924 were submitted.

Additions to the agenda:

Action points reviewed by PTA secretary and any not actioned moved to these minutes.

3. Election of committee- EG

The PTA has successfully voted in Emma Gibbons as the new chair. The PTA committee would like to thank Rosanna Hill for her fantastic service to the PTA over her tenure as Chair. We hope she will continue to be involved in the PTA events. Samantha Gardner, Fiona Rockett-Taylor, Sophie Tuley have been duly re-elected. Please see the Appendix 1 for details.

4. Chairs report- RH

Rosanna presented her review of the function of the PTA.

To summarise her statement;

School doesn't get much extra money beyond basic curriculum so anything extra needs to be raised. So the function of the PTA is to;

- Bring in funds

- Spend funds

- Organise events- some for community spirit, some with goal of bigger fundraiser.

It does this by following some basic principles: Variety of events, Be inclusive, Keep things affordable, Communication between parents and PTA via links, Teachers present ideas to either Mrs Colbourn or direct to the PTA.

The following are the events 2023/24 we've completed; Welcome event, Christmas fair, Christmas shows, Santa letters, Smartie event, Halloween tuck shop, February disco, parent nights, Sponsored bike ride, Easter trail, Summer fair/scarecrow hunt, Teddy bears picnic, Ice cream Fridays.

Other successes for the year are we've successfully communicated with parents via email, parent links and with a termly newsletter. Negotiated committee changes and supported preloved uniforms committee when needed.

These successes have allowed us to buy the KS1 outdoor areas, Books for the library with an on-going book subscription service, Magazine subscriptions, refurbishing the pond and purchasing musical instruments.

#### 5. Treasurers report- FR-T

Fiona presented her financial year end report from 010924-310824. She noted all events made a profit even though some profits are negated by the stock purchased and used at other events.

Total profit of all events **£13659.18**.

Closing bank balance as of 310824 of £18771.72.

Current bank balance **£4142** in the bank due to paying the agreed £15000 to pay for the KS1 outdoor area. We are still waiting for the final invoice that we expect to equal £4185 remaining to be paid.

Fiona reported she was satisfied with the accounts but advised that we should also pursue other avenues of easy revenue like Easyfundraising which needs promoting.

Please see Appendix 2 for the full breakdown of financials as submitted.

**Action : Fiona to add Sam and Emma to the Charity commission trustees; request a NatWest card; Fiona to renew small society.**

## 6. Headteachers report- RC

Rachel would like to say how grateful the school is for the on-going efforts of the PTA. She restated the importance of this PTA funding in the current financial climate with limited school budgets. And was pleased with the benefits the school has received from all equipment purchases but also the added benefit that the events themselves providing children with life long memories.

Given the expectation that we will fulfill the PTA financial obligations for the payment of the KS1 area. The PTA committee requested RC to provide a current wish list.

Wish list:

- a. Bookflix books for each year group
- b. Sound system approx £300-£700
- c. Gardening equipment
- d. Laptop trollies £2000 each. Ideally the school would like four. So have one for each year group.

**Action: Rachel to speak to Lisa from David Philips with regard to laptop trollies; Rebecca to speak to Miller homes about sponsorship**

## 7. Review of events and fundraising for 2023/24 - EG

The previous events were discussed during the chairs report and elsewhere and no-one present indicated anything to be minuted.

## 8. Future events for 2024/2025 - EG

- a. Review calendar of events – This will be circulated with the committee members post-meeting to be agreed. General discussion about the benefits of a bun sale adding to the calendar with a proposed start date in January.

**Action: Sam to produce a calendar to circulate to parents and the website, Appendix 3.**

- b. Goldenacre Halloween Trail Event – Date - 26/27<sup>th</sup> October

Sophie reported that she has not heard back from the organisers so we assume we are unfortunately not taking part in this event this year.

c. Santa Letters

**Tabled for a future meeting. Action: Rosanna and Emily to lead on this**

d. Christmas Shopping Event – Date Thursday 21<sup>st</sup> November 7-9pm. Stall holders parking from 6pm.

Emma is leading on this event. She reported to have 21 stalls signed up. The tables will be sold at £20 a ticket via PTA events.

She advised the tickets would be sold to parents and the community at £5 with an included drink. Namely Prosecco, mulled wine or appropriate soft drink. No children would be at the event.

She advised we needed to boost communications to make the event a success.

Sam advised that all stall holders should be asked about public liability insurance, and any other requirements for the event.

She requested Sam to complete the Alcohol license for the event and for Fiona to set up the ticket. Emma will complete the risk assessment and fulfill the first aid requirement. Thus, completing an event action plan. Further specific details for this event will be discussed at the next meeting. She advised that only 2 volunteers would be required to man the bar with no other PTA stalls.

**Actions: Fiona Set up ticket; Sam to do alcohol licence, liaise with Emma about event logistics, check status of wine glasses and put up Christmas lights in December; Emma to ask stall holders about public liability insurance, complete risk assessment and event action plan, organise large tables for the event.**

e. School Lottery

**Action: Fiona to look into lottery**

f. Preloved uniform

The PTA committee would like to congratulate the preloved uniform team on an amazing amount raised this year (£822.90) and also from a sustainability standpoint.

g. Website – Update content

RC requested the PTA update the website.

**Action: Sam to update and liaise with school admin.**

h. Email/Onedrive access – Update

**Action: Emma to request email and Onedrive access.**

i. AOB

**Action : Fiona to look into joining up to Charities trust.org;**

**Emma to liaise with Lisa Mathie with regard to her DBS check.**

Adjournment: Meeting called to close by 20.30

Next PTA meeting date was scheduled for Thursday 7<sup>th</sup> November 630pm.

Minutes submitted by: Samantha Gardner

Minutes approved by:

**Appendix 1. Election of committee members**

**Chair:** Rosanna Hill is standing down. Emma Gibbons is seeking election

Proposed Rosanna Hill

Seconded Fiona Rockett-Taylor

**Vice-Chair:** Open position.

Proposed

Seconded

**Treasurer:** Fiona Rockett-Taylor is seeking re-election.

Proposed Emily Wilkinson

Seconded Emma Gibbons

**Vice-Treasurer:** Sophie Tuley is seeking re-election

Proposed Emma Gibbons

Seconded Fiona Rockett-Taylor

**Secretary:** Samantha Gardner is seeking re-election

Proposed Nicola Shaw

Seconded Emma Gibbons

**Vice-Secretary:** Rachel Broughton is standing down and position is not being occupied

**Communications:** Open position

Proposed

Seconded

## Appendix 2

<b>BRAMHOPE PRIMARY SCHOOL PARENT-TEACHER ASSOCIATION</b>		
<b>Charity Number 1087553</b>		
<b>Opening Bank Balance 010923</b>	<b>9383.49</b>	
Add Sales	18142.06	
Less Costs	-4482.88	
<b>Profit 2023/24</b>	<b>13659.18</b>	
Less Float	-15.40	
Less Books Spend	-1465.90	
Less Books Subscription	-750.00	
Less Pond	-1600.00	
Less Instruments	-266.65	
Less General Spend	-173.00	
<b>Closing Bank Balance 310824</b>	<b>18771.72</b>	
Profits	822.90	
Preloved	166.79	
Welcome	592.47	
Halloween	512.50	
Smartie	2161.71	
Xmas	355.90	
Xmas Nativity / Music Show	64.67	
Easyfundraising	40.00	
Xmas Jumpers	820.72	
Feb Disco	45.00	
Easter	424.02	
Parent Night	380.90	
Bike Ride	1036.53	
Sponsorship	-80.13	
Sweet Cone Marathon	5339.84	
Festival incl Scarecrow Sponsorship	975.36	
Icecream	<b>13659.18</b>	
<b>Future Approved Spend</b>		
Outdoor Classroom	15000.00	Paid 12/9
Balance of invoice	2185.00	To be paid
Fence	2000.00	Invoice not received as yet
	<b>19185.00</b>	

## Appendix 3

### Bramhope Primary School Parent Teacher Association Calendar of events 2024/25

22 <sup>th</sup> September	-	Welcome event – Fun run
9 <sup>th</sup> October	-	PTA AGM 630pm
26 <sup>th</sup> /27 <sup>th</sup> October	-	Goldenacre Halloween trail tuck shop
Nov/Dec	-	Santa Letters
21 <sup>st</sup> November	-	Parent Christmas Shopping Event
10 <sup>th</sup> December	-	930am RF Nativity
11 <sup>th</sup> December	-	930am RH Nativity
12 <sup>th</sup> December	-	330pm KS2 Choir Performance
13 <sup>th</sup> December	-	915am Year 2 Performance
17 <sup>th</sup> December	-	915am 1P Performance
18 <sup>th</sup> December	-	915am 1M Performance
December	-	Children Christmas Movie
14 <sup>th</sup> February ?	-	Disco (Year 1-6 only)
27 <sup>th</sup> April	-	Bike ride
June/July	-	Ice Cream Fridays (w/c 6 <sup>th</sup> June)
29 <sup>th</sup> June	-	Scarecrow hunt and summer fair
12 <sup>th</sup> July	-	Teddy bears picnic (new starters)
18 <sup>th</sup> July	-	End of term picnic