##  **Parent Teacher Association**http://www.burtonborough.org.uk/images/logo/logo.png

 Charity No. 701231

**MINUTES OF BBS PTA MEETING**

**TUESDAY 7th NOVEMBER 2017 6.30PM**

**PRESENT:-** Susanne Finlay-Bearblock (Vice-Chair)(SFB), Liz Storey (Treasurer)(LS), Donna Turpin (Secretary)(DT), Kath Ollivier(KO), Debbie Goodrich(DG), Judith Downes(JD), Susie McClean(SM), Karl Hill (school link)(KH), Alison Jones(AJ), Gill Carus(GC), Karen Fradgley(KF), Tricia Cannon(TC), Suzanne Caldicott(SC), Samantha Warwick(SW), Mark Jackson(MJ).

1. **Meeting Opened**

6.35pm Meeting started by Susanne Finlay-Bearblock.

1. **Apologies**

Judy Ingman (JI), Helen Jones (HJ), Clare Cartwright-Bishop(CCB), Sally-Anne Smith (SAS).

1. **Previous Meetings Minutes**

Minutes from 9th October 2017 signed as a true and accurate record.

**4. Outgoing Chair’s Report (Vice Chair)**

Susanne Bearblock read out her report as acting Chair (due to the unexpected step down of the previous Chair in December 2016). A copy of the report is available upon request. Thanks given to Susanne for stepping up and continuing to run the PTA during this time.

**5. Election of new Committee**

Chair – Susanne Bearblock – Nominated (DT), Seconded (JD)

Vice Chair – Clare Cartwright-Bishop - Nominated (SB), Seconded (DT)

Treasurer – Mark Jackson - Nominated (SB), Seconded (JD)

Secretary – Donna Turpin - Nominated (SB), Seconded (JD)

**6.** **Treasurers Report (LS)**

- Total balance = £16,068.55

**7.** **Outgoing Funds**

- £500 still to go to towards the Work Experience Awards upon letter of request/invoice. SFB has requested an invoice/letter from Miss Kane; KH to follow up on this request.

 **Actions: KH**

- £20 Lotteries licence (£20 by 31/10, £40 thereafter) – arranged on the 7th November 2017, DT managed to convince Telford & Wrekin to renew!) - Cheque issued to DT.

- £9999.00 Snack Shack – DT to EM Sarah McElduff for request for funds with a follow up receipt/invoice. **Actions: DT**

Remaining Funds: £5549.55

**8.** **Future Funds**

Queue covering/further outdoor seating – Sarah McElduff to provide information.

**9. BBS PTA Constitution**

DT to circulate the old constitution before the next meeting in the New Year.

 **Actions: DT**

**10. Noticeboard/Website Updating**

- KH suggested an A-board with details of what we do and what we are fundraising for, how to get in touch etc. instead of the noticeboard which can be put out at each event. KH would charge site services with putting it up at parent’s evenings etc. and knows where it can be stored. SFB asked KH to investigate if the PTA pop up banner is in the same storage place that he knows of – still to be followed up. **Actions: KH**

- Website – DT to email Jake Blakeway with all Minutes etc. for uploading to the website.

 **Actions: DT**

- BBS PTA Instagram and Twitter Accounts – **Actions: SFB**

**11. Future Events**

**Christmas Hamper Raffle**

- 6/11/17 SFB & DT attending a staff meeting at school to promote the event with teaching staff.

- SFB will speak to Sarah McElduff with regards to the cash handling of the monies (cheques preferable but decided not essential as not all people have cheque books any longer).

 **Actions: SFB**

- SFB/DT to email a letter to KH to send out to all teachers, a request that they provide two pupils per form (45 forms) to complete the forms that are supplied to run the raffle and encourage students to take part. SFB & DT will then meet with the students and walk through the form and explain why we are fundraising – KH to provide a date and time.

There was also a suggestion that we should draw a final winning ticket for a seller (i.e. pupil) to win a prize to try and encourage pupils to sell tickets, it was decided that this was a great idea. A grand prize of a £25 preloaded Visa Card was suggested – MJ is investigating the suitability of the prize. **Actions: SFB/DT/MJ/KH**

- KH to provide DT with a list of Forms and pupil numbers within each form.

 **Actions: KH**

- SB/DT to email a letter to KH to send to all parents explaining the raffle.

 **Actions: SB/DT/KH**

- KH checking with Alison Rushton as to whether we can sell tickets at the Carol Service again this year. Also a suggestion by TC was made about selling tickets at the concert that is done for local residents – KH to check this with Alison Rushton. **Actions: KH**

- KH to find somewhere secure for the pupils to store the goods that are bought in for the hampers. **Actions: KH**

Time Line:

Donation of goods – 13th November onwards

Release of tickets – 27th November onwards

Hamper wrapping – 12th December 6.30pm – KH to advise which room he has booked

The above dates will be preceded by letters/emails – SB/DT

**12. Any other business**

 None

**13. Date of next meeting**

Tuesday 13th February 2018 6.30pm

**Meeting closed at 8.20pm by SFB**