## bbs The Burton Borough School

Parent Teacher Association

Charity No. 701231

**MINUTES OF BBS PTA MEETING**

**TUESDAY 8TH NOVEMBER 2016 6.30PM**

**PRESENT:-** Kath Ollivier, Susanne Finlay-Bearblock (Vice-Chair), Liz Storey (Treasurer), Susie McClean, Chris Heins, Ben Cooper (Teacher Representative), Donna Turpin (Secretary).

**APOLOGIES**:- Debbie Goodrich, Alan Bates, Judith Downes, April Young, Judy Ingman, Sharon Wood.

**1.** **Funding Request Presentation by Ben Morgan for the Rewards System**

Mr Morgan gave an explanation of the current system. He stated that they had received £2500 over three years and had been granted a further 3 year extension of matched funding from the PTA last year.

Mr Morgan said he would like to grow this system rather than maintain and there had already been additional costs in some of the further initiatives they had introduced i.e. postcards and stamps for reward notifications sent home to parents, senior status student’s gala dinner (they gain senior status through rewards).

To this vain Mr Morgan requested an additional £1000 in funding

– The decision has been delayed until the next meeting upon which a full PTA accounts review will take place.

Mr Morgan has approved the awarding of house points and reward points towards senior status for hamper produce and ticket sales.

Mr Morgan also asked to be recorded as stating that he would be in favour of any covered areas that the PTA could provide if we ever debate what to spend the PTA funds on.

**2.** **Funding Request Presentation by Lisa Kane for Careers and Life Skills**

She would like to see skills taught that are based on work requirements.

The National Enterprise Challenge (a not for profit organisation) run a yearly event which would take Year 8 (split into groups of 6) on their EEL day (potentially 7th April 2017) and then set an enterprise challenge for them, helping them to gain many skills. The winning group would go forward to the finals to compete against all other schools that took part – the cost of this including stationery, badges, refreshments, transport to the finals etc. is £1600 + £200 transport to the finals.

T&W Council will fund £500 leaving a deficit of £1300, this equates to £6.50 per student if the school charge.

Ms Kane requested a match of the T&W funding of £500 this would equate to £4/student or £1000 donation equating to £1.50 per student.

LS suggested Ms Kane approach Newport Town Council as they have budgets available.

CH asked if a 3 year sign up would give a discount to the project – Ms Kane will provide feedback.

– The decision has been delayed until the next meeting upon which a full PTA accounts review will take place.

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**3.** **Minutes of previous meeting – 27/11/16**

LS – Just Giving – deferred until next meeting.

CH – Community Grants – Waitrose, CH is waiting to see what the main fundraising goal is as this is a requirement of the application. CH is making further investigations into the outdoor covered areas that have been suggested.

LS – Nationwide Community Funding – Received script back stating that there wasn’t sufficient enough information for the application. LS will try again in 6 months with more information.

LS – PSD’s, LS has still not been supplied the cost information requested. SFB asked LS to email Sarah Walker (Business Manager) to request the costs.

BC – CH says there is no note of the PTA noticeboard – BC will investigate further.

**4. Treasurers Report**

- A cheque has been presented and banked to AB for landscaping of the school grounds but no invoice/receipt has been received. LS to email AB for this for audit purposes.

- AB paid Lotteries Licence £40 – all agreed, LS raised cheque.

- 3 payments outstanding (unsure if banked as no statements from Lloyds) 1 x £350 water and 1 x £146 porta loo both for the sponsored walk plus the cheque above.

- LS and AB have arranged an appointment with Barclays Bank at 1.40pm Friday 11/11/16 to open a new account with them as the intention is to close down the incumbent Lloyds accounts. It is felt that we are not getting good service from Lloyds – only getting statements every 3 months etc. They will be arranging paperwork etc.

- AB and Jayne Owen-Jones are current signatories on the accounts. BC was asked if he would become a third signatory on the account – BC agreed.

- Current account balance = £5637.90 (3 o/s cheques above already accounted in this figure).

- Savings account balance = potentially £10249.50 The last statement we have is from 1/4/15 so this needs checking. This can only be done by the current authorised signatories with Lloyds – AB/JOJ

- CH handed a copy of the PTA’s historic accounts to be photocopied before handing over to BBS for storage.

**5. Lotteries Licence**

The licence was not renewed and subsequently became void. AB spoke with T&W Licencing Dept. and completed a new form and paid the additional cost. We now have Lottery Licence GA0242.

**6. 200 Square**

CH has decided to postpone this until early next year after the new bank account has been set so as not to complicate Direct Debits and in order for the hamper raffle to be completed.

**7. Parent Survey**

BC to add £20 Waitrose voucher winner selected at random to the questionnaire. To be pre-checked with Christine Carter and then sent out on Monday 14th November with a 2 week deadline. Reminder to be emailed 1 week after distribution.

**8. Christmas Hampers**

* w/e 11/11/16 Send tickets for printing to AYP (DT) – AYP selected KO, seconded LS.
* Thursday 10 November - Email to go home to all parents asking for Christmas Basket Hamper donations (SB to write and send to BC)
* Friday 11 November - envelopes and class lists available for all form tutors to record:  tickets sent out, tickets and money returned, hamper donation items received, house points awarded (BC - please ask SB to help if needed)

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* SB collating list of people that will sell tickets at events.
* SB getting Form Tutor/Students lists from BC then SB & DT collating tickets ready to distribute to Form Tutors when tickets are ready from printers.
* Monday 14 November - start of donated items to be received by form tutors.  (BC - to arrange for locked storage for items)
* Agreed Items In = 3 House Points – Form with most items = Tin of Celebrations (LS) – SFB to check with CC.
* Agreed Ticket Sales = 2HP some tickets, 5HP book – Form most ticket sales = Tin of Celebrations (LS) – SFB to check with CC.
* Friday 25 November - all donated items should hopefully have been received by form tutors.  If items come in later than this time, please stress to form tutors that we are still happy to accept these items and do not send them home like happened last year (BC - please ask SB to help if needed)
* SFB asking Rob Goodrich if he can get 30 hamper boxes.
* Friday 25 November - write and provide BC with email to parents for 28 November (SB)
* Monday 28 November - tickets to be issued to students by all form tutors (BC)
* Monday 28 November - email home to all parents to say tickets are being sent home that day with students and that further tickets will be available for those who have sold all their tickets already.  Also to invite parents to help make up baskets on 6 December (BC)
* BC asking Jayne Owen-Jones if her room can be used for hamper assembly on 6/12/16.
* Friday 2 December - reminder email to invite parents to volunteer to make up baskets on 6 December (BC/SB)
* Tuesday 6 December at 6 pm BBS - Christmas Hamper Basket making session (ALL).
* Thursday 8 December - email home to all parents to say tickets and money are due tomorrow (BC to send/SB to write email)
* Friday 9 December - all tickets and money due today to form tutors (BC).  LS to help collect and bank money throughout week ticket sale period.
* Friday 16 December - Christmas Hamper Draw at all school assembly (allocated time allowance of 5 minutes).  (BC/AB/SB/DT - anyone who is available to assist). BC was asked if he could list the names of the winning students on the screen as they are drawn so that winning students could collect their hampers at the end. AB to get the ‘Bingo basket’ in order to do the draw.
* Christine Carter has said that any remaining hampers can be collected from reception during the week following the draw. SB/DT/KO will call the winners to inform them.

**9. PTA Mailing List**

- BC was passed a list of PTA applications to check whether the children still attended the

school.

- SB emailing BC a new letter to be issued requesting new members.

- SB emailing all in the current email listing to ask if they wish to remain on the list.

- DT list to be updated at next meeting.

**10. Any other business** – None recorded.

**Next Meeting will be held at Burton Borough School on Tuesday 2nd February 2017 at 6.30 pm**