

**Bramcote College PTA AGM  
4 October 2018**

**Present:** Sned (Chair), Cathy (Treasurer), Jo (deputy head), Pauline, Claire (deputy chair), Tereasa, Alex, Tess, Nicola, Melissa, Charlotte, Gareth, Martin (head boy), Owen, Jess (student representatives), Gloria (head girl).

**Apologies:** Laura, Elaine, Emma, Heidi, Jo Ward, Shabnum, Farah

**1. Minutes.** The minutes of the last meeting were accepted.

**a. Matters arising.** There were no matters arising not covered elsewhere in the agenda.

**2. Chair's report.**

Sned welcomed new members to the meeting, and outlined the purposes of the association: to support the school by fundraising for items to improve the experience of pupils; to support the school in other ways to develop a community of parents, teachers and students; to enable new connections and friendships

Its officers are: chair and deputy chair; secretary and deputy secretary; treasurer and deputy treasurer. The membership currently stands at 18 members and helpers. There is also a volunteers list where volunteers are those willing to contribute to particular events and projects but not able to commit to full membership of the PTA.

**The meeting re-approved the PTA constitution.**

**3. Review of 2017/18**

Sned reported that the PTA had organised 5 events in the previous session:

the KS3 Christmas party, enjoyed by c. 100 students;

the fashion show in May (one of the major fundraisers);

the Skate Base event, for KS3, organised through Harvey Haddon. Although ticket sales didn't quite cover the cost, it was a good event.

Easter Egg Tombola

Christmas card design competition

She also reported that it had supported three school events:

*Footloose* production April 2018. (£400 plus catering and front of house assistance);

Sports Day July 2018;

Visit Days July and September 2018.

**4. Events planned for 2018/19**

Sned reported that the following events were already in the school calendar:

Bramcote's Got Talent (22 November 2018). This event was largely organised by Zoe Armitage, Bramcote Sixth Form student, as part of her Arts Gold Award. The PTA will support it with refreshments.

KS3 Christmas disco (but without a bouncy castle)

Fashion Show (10 May 2019)

Roller Disco for KS4 and Sixth Form. This event needs 100 tickets sold to break even, and will be opened to Y9 if ticket sales are too slow. Cancellation remains an option until a fortnight before.

In addition, donations for tombolas and raffles need to be sought from local businesses: Sned currently has contacts at Boots, Sainsbury's Wollaton, Tesco's Toton, and Marks and Spencer, Wollaton.

### **5. Treasurer's report**

Cathy presented the accounts for the past year. She noted that although a fund-raising target of £2000 had been set, in fact only £1541 had been raised. However, in raising this money, the PTA had tried new events, and had still been able to make some significant contributions to the school, including 50% of the costs of keyboards requested by the music department and 50% of the costs of microscopes for the science department. They were also able to give a small thank-you gift to the teachers in recognition of the work that had gone into the OFSTED Good rating.

Cathy reported that this year the PTA was starting with £1000 in the bank. Over the three years of its existence, the PTA had raised £4912. The meeting approved the accounts, so that Cathy could submit them to the Charity Commissioners.

Cathy recommended that the PTA begin with a fund-raising target of £3000. This was agreed by the meeting.

She further noted that grant applications to various charitable schemes were key in providing funding for large items. She had made recent applications for equipment for the music department, and for table-tennis tables (£1300). She volunteered to continue to look for such funding opportunities and reported that Julia Gibbs in the School Finance team provided excellent support in the submission of applications.

### **6. Election of officers**

Sned offered particular thanks to Cathy, as treasurer, and Elaine as secretary, both of whom were stepping down from their posts.

Chair: Sned offered to remain in post for one further year. Nominated by Cathy, seconded by Claire, agreed by the meeting.

Deputy chair: Melissa agreed that she was willing to continue. Nominated by Sned, seconded by Charlotte, agreed by the meeting.

Treasurer: Gareth agreed to stand for this post, combining this role with the same role with BHPS PTA. Nominated by Sned, seconded by Melissa, agreed by the meeting.

Deputy treasurer: Claire agreed that she was willing to continue. Nominated by Cathy, seconded by Sned, agreed by the meeting.

Secretary: Nicola agreed to stand. Nominated by Sned, seconded by Melissa, agreed by the meeting.

Deputy secretary: Charlotte agreed to stand for this role. Nominated by Sned, seconded by Melissa, agreed by the meeting.

Jo reported that the school was really grateful for the help and support provided by the PTA, particularly with funding for music, science and sport.

## **7. Activities for autumn and winter term 2018**

1. To extend the volunteer and help base, so that tasks can be spread more widely and reduce the burden on individuals, as well as broadening participation in school support. It was reported that the PTA presence at the Y5/Y6 Open Evenings had been a key part of the overall impression, and that this should be the case for offer-holders at the visit days at the end of the year, as a means of getting parents involved.
2. To develop a list of cake makers to support catered events.
3. To promote Easyfundraising as a way of boosting a steady income, particularly in the run-up to Christmas. Jo agreed that there could be an Easyfundraising flier included in mailings for each year group, due out shortly, and that reminders of the scheme might be placed on social media and in the newsletter.
4. Raise a Fiver: All KS3 classes are to be challenged to raise £5 to contribute to the cost of the disco at the Christmas party. There will be a prize for the first class to raise £5 and the class which raises the most.
5. Christmas Card: Tess has taken over the running of the competition from Melissa. Mrs Hewitt has distributed the template to all students who wish to participate, including 6<sup>th</sup> Form (money raised by the 6<sup>th</sup> Form is earmarked for the redecoration of their common room). The school will use the winning design for school communications around Christmas. £15 has been allocated for prizes (first, second, third); if further prizes are required, they will be in the form of Inspire points.
6. Bramcote's Got Talent: it was agreed to look for further cake makers to help cater this event. Year 11 would like to sell sweets at BGT and KS3 party, in order to raise money to contribute to the costs of the prom. The meeting agreed that the students should be allowed to purchase left-over PTA stock, provided that subsequent Y11s be granted the same opportunity to raise money in this way. The PTA would provide tea/coffee and apply for a license to sell alcohol. Nicola agreed to apply for the license. The possibility of asking for acts from feeder primaries to participate in BGT was considered; it was agreed that this should be suggested, but that any primary groups should be auditioned in the same way as senior students, and that they be scheduled in the first half.
7. Nicola took the letters asking for donations in kind for the tombola.

## **8. Student Voice**

Martin reported that he was keen to offer assistance from Y11 to the PTA, as part of his role on the School Council. He was engaged in discussions as to how to make the School Council more effective, and keen to gain a small achievement/change to encourage his classmates to see the Council as effective and interesting. Cathy suggested that it was helpful for fund-raising if there were specific projects requiring support, and that both staff and students should consider what they might like.

## **9. Items wanted by the school**

1. Water coolers in the sports area. Simon was currently investigating the different types available, those that cooled mains water and those that required regular delivery of bottles. Cathy noted that the PTA could not fund rolling contracts.
2. Shade areas. Melissa noted that the hot summer had been quite uncomfortable for pupils as shade was limited in the school grounds. Cathy noted that gazebos had been bought, but had not been fit for purpose and had been returned. Jo noted that she had seen sails in use in primary schools,

and she undertook to explore that option further, particularly if they would be portable to the new building in due course.

3. Mandolins for music. Jo reported that Claire Franklin was looking to extend available instruments to include mandolins.
4. Gardening club. Jo reported there were moves to set up a gardening club in school, with a particular view to growing edible plants. This might also include looking at refurbishing the remembrance garden. It was agreed that a list of materials required for such a club would be useful for fundraising. Martin noted that a student was keen to bring his hobby of exotic plants into school, and might be willing to bring cuttings to sell at BGT and at other events. It was agreed that Martin should follow this up.

#### **10. Communications and Calendar**

Charlotte noted that there were still specific tasks for events, especially around set-up, that did not yet have volunteers. She suggested that it would make sense to break down the tasks further, e.g. buying food, publicity, setting up, both to ensure that nothing was forgotten and to indicate what volunteering to help would entail. It was agreed that Charlotte would send out an email listing specific tasks at events before Christmas. Sned undertook to manage the publicity, and Jo remained a point of contact at the school. There was some further discussion as to whether it made sense for one person to take charge of an event and run the volunteers, or whether tasks should be broken down centrally, but this was not resolved.

It was agreed to keep the Whatsapp group for quick and informal communication, but minutes etc would be circulated by email. It was agreed that a Whatsapp message could quite easily be to ask people to look at their email.

#### **11. Date of next meeting**

15 November, 6.30, at Bramcote College.