

Broadbottom C of E Primary School

Parents and teachers association

Registered charity number: 1019659.

Minutes of Meeting

Meeting time and date: Tuesday 9th January 2018 at 7.30pm

Venue: Broadbottom Primary School

1	Introductions and Apologies
	<p>Attendees: Debs Smith, Karen Boothroyd, Kim Dodd, Liz Vincelli, Sara Probert, James Gradwell-Spencer, Carolyn Fox & on behalf of the school Mrs Marrow</p> <p>Apologies: Jackie Pratt, Emma Eaton, Madeleine Greatbatch, Becky Farr, Alison Warwood, Clare O'Brien, Charlotte Mendes-Kelly, Michelle McCabe and Kate Wom</p>
2	Finance Update <ul style="list-style-type: none">• Current balance• Signatories
	<p>The current balance is similar to the last reported meeting. At Christmas we raised; Nativities - £269 Raffle - £166</p> <p>Signatories - This needs setting up but no cheques have been used. Discussed use of BACS - James to send an email to Karen or Liz to ok a transfer in the future.</p> <p>Action: James to organise signatories on the bank account</p>
3	Christmas Review <ul style="list-style-type: none">• What worked well• Any difficulties• What funds were raised
	<ul style="list-style-type: none">- Support on the day was good from PTA- Holly Tea - maybe no mulled wine but suggested baileys- Some feedback that there was a huge demand on money from parents all at once. There seemed to be alot of raffles. Suggestion that the raffles get split up and maybe PTA completes it at the daffodil fair or end of term.- Santa - this worked well and he is happy to do it again. Kim has bought a new santa suit.- Discussion over having it at the Magdalene centre, however Kiddi Kare are there. This could be maybe held on a Friday at 6.30pm. We need to speak to them about this. <p>Action: Karen to raise the issue with Kiddi Kare</p>

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4	<p>Social Media use</p> <ul style="list-style-type: none"> • How/what are we using WhatsApps for • New FB group
	<ul style="list-style-type: none"> - WhatsApp - this is for use to organise events. Msg to be sent to explain the use. Emma needs to add Liz with admin rights. - FB - Karen, Liz, Sara are admin - Newsletter article to explain the PTA function <p>Action: Liz to send out msg to WhatsApp group Kim and school to work together on newsletter</p>
5	<p>Next event - Valentines Disco</p> <ul style="list-style-type: none"> • Venue DJ • Volunteers Door Charge • Drinks/Food Decoration/ Theme
	<p>3.30-5 on the 14 for both key stages. Paul, Clare's partner, can't do that week - James to speak to him re: lights £2 and can dress down and entry. Buy cakes and drinks and charge on door.</p> <p>Action: James to speak to Paul re: disco lights Kim to ask Clare if she can do the flyer Liz to get celebrations as prizes.</p>
6	<p>Event/Funding ideas</p> <ul style="list-style-type: none"> • Smarties tubes • BBQ • Treasure hunt • Bag2Schools - who organises? Who receives the cheque?
	<ul style="list-style-type: none"> - Discussed the smarties tube and compared to the copper jars. All agreed to continue jars for now. Need to re-advertise the copper jars -this to go in newsletter - Bags2Schools - £52 raised the last time. Doing this twice a year and Emma to help organise. School receive the cheque and James has this. - Dog show - June - James and Alex are happy to lead on this - Daffodill Tea - 21st March - Sports Day - drinks for parents and second hand school clothing - 23 july/ back up is 24th July. - Quiz/ Bingo night – Perhaps in October? - Pre loved – July <p>Action: School to re advertise copper Jars Karen to check if Emma is still happy to organise</p>
7	<p>School Priorities - what would they like money for?</p>
	<p>Music service donation - Agreed to pay £1000 to school for this. Year 6 - residential trip - agreed to subsidise this to Robin Wood Espresso -£1225.70 -ICT tool, cross curriculum - agreed to pay this</p> <p>Action: School to send invoices to James</p>

8	AOB
	<p>Greenhouse – This is still at James house and needs brining to school. If doing the talent show again this year then this could be opened out to parents and ticketed. Mrs Marrow said this can be considered.</p> <p>Action: Liz to liaise with James to transport the greenhouse</p>
9	Date of next meeting
	Tuesday 6th March 7.30pm at school.

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