

# Bromley Heath Junior School Association

PTA Meeting (at School at 6:00pm)

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## Minutes

### - Attendees

- Jayne Tindall, Kerry Blackwell, Jen Dalton, Sam Burch, Mrs Serle.

### - Apologies

- Jill Evans, Carol Cooper, Louise Webb.

### - Cancelled film night (23 May 2019)

- Confirmed to Mrs Serle that the film night has been cancelled as Jayne and Kerry are unavailable. (It appeared in the school newsletter sent before Easter.)

### - Leavers hoodies

- Ballyhoo have all the information they need now. They'll send a sample through for approval.

### - Autograph books

- Not yet available from The Works - **Jayne** is keeping an eye out for them.
- School to organise taking a picture of the children when they're away at camp, taking into account the necessary photography permissions.

### - Sports day (Friday 5th July from 1pm)

- We'll provide tea, coffee, biscuits and cans (for donations) and ice creams
- **Jen** to set up SignUpGenius for helpers
  - Approx 8/10 volunteers needed
  - Add note to confirm that volunteers won't miss their own children's events.
  - Set up from 12 midday (urn needs to go on etc..)
- We'll need 5/6 people to help set up the Gazebo at 9am (**Jayne, Kerry, Sam** and **Jen** confirmed they could help - it's just a 10 minute job - no need for SignUpGenius for this).
- To purchase:
  - Ice pops for each class

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- Ice creams
- Cans of drinks
- Already got:
  - Biscuits
  - Tea
  - Coffee
- **Year 6 performance (Monday and Tuesday 15th and 16th July from 6pm)**
  - We'll provide tea & coffee (for donations) and ice creams
  - 3 helpers needed - might just be able to do a FaceBook message rather than SignUpGenius for this (Jen)
- **Circus**
  - Jayne is waiting for the man to come back to her about the portaloos.
  - No minutes from the latest meeting with the infants PTA.
  - Asked Mrs Serle to arrange for Mrs Hodge to get the kids to write a letter telling residents about the circus (out of courtesy as the circus will be staying on site for two nights).
    - Details:
      - Big top
      - Arriving on Friday 19 July, leaving on Sunday 21 July
  - Stall holders setting up from 12 midday on Saturday 20th July.
    - Stall holders:
      - Cake lady
      - Hair bows
      - Tote bags
      - Cards
      - Make up
      - Mrs Pierce
      - Hives and herbals
      - Lego stall (TBC)

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- PTA (?) - Book stall
- PTA - Pizza (Jill is bringing her pizza oven - we'll buy the Pizzas ready made)
- PTA BBQ
- PTA bar (inc. Gin bar and snacks)
- PTA ice creams
- PTA - games for the kids to play (free)
- Stall holders being charged £15 per stall as well as donating a raffle prize.
- Discussed weather and what we'd do if it rained as the stalls will be impacted. Junior school has two Gazebos and Sam has an event shelter.
- Stalls should be set up on the way along the way into the circus tent so that people have to pass by them to get into (and out of) the tent - so we'll need the big top set up further back on the field to allow this.
- Gates open for public at 1pm.
- Circus starts at 2pm.
- Discussed cut off times for the end as, while we want to encourage people to stay afterwards to drink/eat to boost profits, we need a deadline - suggested 8pm (as clearing up will need to be done afterwards).
- Discussed the BBQ and the problems of trying to cater for large numbers during the interval, as well as the possibility that lots of people won't want to eat during the interval as it's the wrong time of day - suggested that we do the BBQ after the circus has finished - making it clear in the promotional material so that people will expect to stay afterwards to eat/drink (to boost revenues).
- Junior parents to get a week's notice to set up PTA events account. Mrs Serle said we should extend this to staff too as they may want to attend.
- Non uniform day in both schools on Friday 19th July has been agreed in exchange for:
  - Juniors - bring a bottle
  - Infants - bring chocolate/sweets
- Mrs Serle confirmed we can keep the Tombola bottles in the GWR room overnight on Friday 19th July and we can come into school on Friday 19th July to label up if needed.

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- Discussed sourcing environmentally friendly glasses for the PTA bar (or asking people to bring their own non breakable glass).
  - [Follow up note - see biopac.co.uk](http://biopac.co.uk)
- Discussed encouraging people not to bring their own food.
- Discussed starting ticket sales on/around 20 June to catch payday and leave us with a month to sell remaining tickets if we have any left.

**- AOB**

- **Fund raising suggestion - break the rules day.**
  - Jayne raised the idea of a 'break the rules day' where children can pay 50p (per rule) to break a rule from a pre-agreed set of rules - eg. Nail varnish, hair dye, non uniform etc..
  - Mrs Serle was concerned that it might possibly send the children the wrong message.
- **Fund raising suggestion - pay for a favour.**
  - Jen suggested pay for a favour - where parents/grandparents etc.. donate their skills for auction/agreed price (could either do in auction format or online as a rolling event). Suggested we could do as a combined event with the infants PTA. Could be popular if parents see it as a way to advertise their own businesses or skills.
- **Fund raising suggestion - Yr 3 new starter pencil cases**
  - Kerry suggested that we offer made up pencil cases containing all the stationery supplies that a Yr 3 starter needs. This would be good on two fronts; to generate revenue for the PTA, but also to save parents wasting money on pens/pencils that aren't actually needed. Suggested that they are advertised at the Yr 3 induction meetings and given out just before school finishes for the year (so that they can be labelled over the summer).
  - Suggested items to include:
    - Rubber
    - Ruler
    - Pencil Sharpener
    - Whiteboard pen
    - Pencil

- Green pen
- Glue stick
- Packet of tissues
- We can keep stock for replacements throughout the year too.
- **Fund raising suggestion - ice cream sales**
  - **Jen** to try to get people to commit to one day per week (or month) through SignUpGenius to sell ice creams after school during the summer.
- **General suggestion - Class PTA reps.**
  - Jen suggested we set the expectation that each class should have a PTA rep who would attend meetings and help to rally volunteers for events - suggested we might have more involvement if people had formal roles/job titles.
- **Garage clean up.**
  - The garage is in need of a really good clean/tidy - suggested we try to arrange a day to clean/reorganise. Suggested that helpers can bring their children with them to play in the playground (not offering supervision though) and snacks etc..
  - **Jen** to try to find a date to suit.
  - If anyone knows of a chest freezer going spare, we could do with a new one.
    - **Follow up (13 May 2019) - there was one on the local Facebook group that Jen mentioned, but it's already been taken.**
- **School budget.**
  - Will be mentioned in the next school newsletter.
- **Lottery funding.**
  - School has secured £10,000 worth of lottery funding for a new climbing frame that will be positioned close to/in front of the garage.
- **Books.**
  - School has approx 200 books that need a new home to avoid being thrown away. **Jen** to ask Helen Buick and/or post on Bromley Heath Facebook group to see if anyone would like them (for free).

- Follow up (13 May 19) - Jen spoke to Helen who has contacted a friend who makes trips to Uganda. Helen will contact Mrs Serle directly to arrange to view.
- **Key texts.**
  - Kerry fed back to Mrs Serle that we're not being notified when the children need their key texts and, in some cases, have missed sending the books (that have been specially purchased) into school.
  - Kerry also fed back that one of the Yr 3 key texts was out of print and so was expensive/impossible to get hold of.
  - Suggested that we ask parents to donate the key texts to the PTA so that we can sell them on to other parents for the next year.
- **Spending - books.**
  - Around £700 (of £1,000) has been spent so far on books for the school. (PTA funded.)
- **Spending (future) - tunnel.**
  - Mrs Serle is getting quotes for the replacement of the tunnel as it's rotten. Likely to be around £2,000. The children gets lots of enjoyment from it, so it would be money well spent.
- **Spending - iPads.**
  - The technology provider couldn't source part of the promised technology, so Mrs Serle didn't go ahead with the purchase. Likely to end up getting more laptops instead. But Mrs Serle wants to be sure before we make any purchases.
- **Project - school foyer remodel**
  - Mrs Serle told us about a project to remodel the foyer - as it might be something that the PTA can contribute to.
  - The plan is to split the foyer/remodel existing offices into: a smaller confined space for waiting, office, storage, family link worker room, small group quiet space, leadership meeting room.
  - Cost expected to be in the region of £20,000 including furniture (£16,000 without furniture).
  - Due to timescales, the school will probably end up paying for it, but contributions and/or sponsorship would be appreciated.

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- **Funds.**

- Jayne confirmed we have around £10,000 in the bank account.