

Bramley School Association
Committee Meeting
17th October 2016
Bramley Inn 7pm

Present

Isobel Brooks
Nicky Dan
Emma Clements
Sarah Stubbs
Leo Valmas
Katie Tattersdill
Christine Delve

Handover of roles

Emma Clements and Katie Tattersdill announced that they were stepping down from their roles as Chair and Treasurer with immediate effect. The committee thanked Emma and Katie for all their hard work and wished them well for the future.

It was agreed that Isobel Brooks and Nicky Dann would take on the role of acting joint chair, until a formal AGM is held in January 2017. Christine Delve will take on the role of acting Treasurer. Both Emma and Katie offered to guide the new committee members in their acting roles, and both remain fully supportive of the BSC.

Fireworks

It was acknowledged that everyone was disappointed at the unfortunate cancellation of the fireworks. This was due to concerns about health and safety. It was hoped that the event will be able to run in 2017 if the concerns over the maximum site capacity and evacuation process can be resolved. The firework company have retained the deposit of £750 for next year's event.

ACTION: Isobel and Nicky to arrange for a site survey to be carried out to determine the maximum capacity of the firework crowd, and to seek advice on a suitable evacuation procedure. When the maximum ticket sales has been determined, work out if the fireworks will be cost effective to run in 2017.

Volunteers

A discussion took place regarding the importance of volunteers to run events successfully and the difficulty in attracting volunteers in the first place. It tends to be the same people volunteering for each event. In future, more work needs to be put into attracting and maintaining volunteers. The importance of working closely with the school was also discussed as close relationships need to be developed between teachers and parents.

ACTION: Isobel and Nicky to consider how to attract volunteers to the BSA.

ACTION: Isobel and Nicky to meet with head teacher

Website

The old BSA website became inactive some time ago. Darren Brooks is in the process of creating a new one which will be available in the next few weeks.

Donations

It was agreed by all to fund objects for the serenity room. These total approximately £300.

ACTION: Christine to organise payments for serenity room.

Financial Report

Katie provided a summary of accounts for the last 12 months.

Activity	Profit
Bag2School	£479.20
Yellow Moon	£19.34
Raffle	£149.10
Discos	£1,675.82
Fireworks	£1,440.70
Farmers Market	£122.60
Christmas Fayre	£463.84
Christmas Productions	£143.55
St Georges Day fate	-£15.80
Quiz Night	£203.17
Circus	-£492.18
Ice Cream Sales	£774.50
Picnic in Playground	£227.88
TOTAL PROFIT	£5,191.72

The ice cream sales were judged to be a particular success, and Sarah Garvey was credited for the hard work she has put into this.

Katie agreed to work with Christine to hand over accounts.

ACTION: Katie to hand over accounts to Christine.

The Charity Commission shows the BSA as 'red' because the annual returns have not been submitted since April 2013. Isobel has contacted them and we are able to rectify the situation without incurring a fine.

ACTION: Christine to submit the outstanding returns to the Charity Commission.

The BSA do not currently claim gift aid.

ACTION: Christine to look into the process of claiming gift aid.

Discos

The discos raised a significant amount of money and it was agreed that these should continue. A disco was not arranged for the Friday before October half term, and the next one

is due to take place in December. It was reported that the organisation of the discos had gone through some change and that this needed to be reviewed.

ACTION: Isobel and Nicky to arrange a meeting between all involved in the school discos to agree a strategy to move these forward.

The future of the BSA

It was agreed that the BSA would start to work in collaboration with other local PTA groups. Initial contact has been positive with other local keen to work together, share ideas and promote events.

Sarah Stubbs asked the BSA if they would like to have one or more stalls at the Clift Meadow Fate on April 29th. It was agreed that the BSA would do this.

The BSA currently has no working constitution or defined committee roles.

ACTION: Isobel and Nicky to develop a new constitution and provide structure to the BSA.

Engagement with parents and teachers was identified as a key priority. A drive to identify volunteers and match them to specific jobs will also take place.