

**PTA Committee Meeting - Minutes**

**Wednesday 16th March 2022**

**6.30pm 19 Meadow Bank, Chorlton**

**1.0 Welcome and apologies**

Rachel Gutteridge (RG) – Co Chair

Kelly Johnson Gore (KJG) - Co Chair

Paula Coward (PC) - Secretary

Linda Owen (LO)- Treasurer

Tiffany Chong (TC) – Eco Officer

Carolyn Leach (CL) – Eco Officer

Karen Lord (KL) – School Business Manager

No apologies.

**1.1 Minutes of previous meeting 9th February 2022**

Minutes approved.

**2.0 Admin Changes**

1. **Google Workspace / Drive –** All PTA administration is now centralised on the new google workspace platform. This allows for easy administration for committee members, improved transparency and easy access to information for wider PTA members, linking all aspects of the PTA together in one place. The platform has its own finance drive, events page and landing page. The landing page signposts to minutes and other areas of the workspace platform.
2. **Email addresses –** Following emails have been set up on the google workspace platform and shared with the school office, along with the new PTA logo.

hello@brookburnpta.com

Ecohelpers@brookburnpta.com

activetrave@brookburnpta.com

fundraising@brookburnpta.com

finance@brookburnpta.com

1. **Social Media** – At time of the meeting the Den & Allotment Facebook page could not be linked to the PTA page. It was agreed that the Den & Allotment page would be set up as a Facebook ‘group’ which will allow posts to be seen by more people. **Action: KJG to set up.** Den & Allotment page on twitter does not have the PTA log on. **Action: KJG to add.**

Following new groups created on Facebook and Twitter.

<https://www.facebook.com/BrookburnPTA>

<https://www.twitter.com/BrookburnPTA>

Subsequent to the meeting the following set up for Brookburn PTA Eco Helpers: <https://www.facebook.com/groups/brookburnptaden>

KG confirmed the Instagram page set up previously in lockdown to promote the PTA plant sale has currently been disabled. Committee members agreed for this to remain disabled until the PTA page is established.

1. **Finance**
2. **Setting budgets –** Not set at present. Confirmed £25K in bank with the following to be paid/considered:
* £8230 to pay for new school bins
* Playground budget circa £20k previously agreed (se item 4.0)
* Ghyll Head £5250.75 requested (see item 3.0 d)
* Artist contracted into school annually
* Den & Allotment purchases – CL confirmed Top Soil/Mulch/Compost required each year along with ad-hoc purchase for equipment (e.g. gloves). Committee agreed £650 per year initially, CL confirmed £429.89 spent on top soil/mulch (for allotment beds/EYFS beds and new trees and hedging). **Action: CL to confirm likely spend for next financial year and send any receipts for ad-hoc equipment already purchased to** **finance@brookburnpta.com****.**

Committee members discussed the option of not completing playground works in the forthcoming year, however it was agreed that the playground has been a driver for recent PTA fundraising events and the school desperately needs an improved playground area. Agreed need a big push from the school on promoting events.

School Streets awaiting funding decision.

**Action KL: to review invoices and identify what has been paid and what is owed to PTA**

1. **Account updates with affiliates (Smile, Stripe, Stampta, stic, Cauliflower)** – enquiries regarding these should be addressed directly to Treasurer LO.
2. **Gift Aid –** PTA is a registered charity.
3. **Funding requests: Ghyll Head £5250.75.** Committee members agreed in principal to support this, with the agreement that no other items would be funded for Year 6 (e.g. Leavers hoodies). KL discussed support provided through school for those on free school meals, however the contribution from PTA was more important year on year given the current economic climate. KL confirmed payment from the committee would need to be made before 31st August 2022.
4. **Lottery –** discussed license granted from council previously however license number to be confirmed. **Action: KJG to check the previous ‘friends of brookburn’ in box to confirm the license number.**
5. **Sum up machines / SIM cards / Mobiles –** Request to purchase 2 more ‘sum-up / card machines’ for use at future events. PTA already has one machine. KL confirmed she/school also had one which was used at the previous school book sale. RG and KJG confirmed they both had old Iphones which could be used with free SIM cards to work with card machines. **Subsequent to meeting one additional machine to be purchased for the time being.**
6. **Playground Update – See Information in Appendix 1 provided with Meeting Agenda**

Committee members discussed installation playground equipment proposed for August 2022, however KL confirmed this may not be possible as other works is planned within the school at that time to improve infrastructure. PC offered assistance to KL to review method statements/risk assessments associated with this work given her Health & Safety background.

Further discussions required with KL regarding dates following review of Playground quotes.

1. **Events & Fundraising Update – See Information in Appendix 2 provided with Meeting Agenda**

Committee members also briefly discussed other fundraising ideas such as ‘parent disco’. ‘wreath making’ for future. Further fundraising ideas to be discussed in more detail at the next Fundraising Meeting scheduled for 21st March 2022.

Members discussed school allotment being part of Chorlton Open Gardens 2022 with entry fee going towards school PTA. Clarity required on whether any money raised has to go back into the Open Gardens charity fund. CL has emailed Chorlton Open Gardens and awaiting response/clarification. Members agreed that the plant sale could go ahead separately if required.

1. **Den & Allotment Update – See Information in Appendix 3 provided with Meeting Agenda**
2. **Bike Shelter – See Information in Appendix 4 provided with Meeting Agenda**

Committee confirmed this was ready to purchase. **Action: KL sorting builder for groundworks.**

1. **School Streets Update (provided by TC) –** Tiffany, Layla, and Sarah attended the Our Streets Chorlton School Champions Network Community Forum on 1st March to speak about our experience with road closures and feedback what our school would like to see as a permanent solution for school streets (retractable bollards, signage, marked crossings, double yellows along Brookburn to West Meade).

The meeting was attended by representatives of Manchester City Council as well as Chorlton councillor Eve Holt and head of WalkRideGM Claire Stocks. Neighbourhood representative Steve Marsden laid out the council’s plan for rolling out the 7 official TfGM school street schools, of which Brookburn is one. The basic timeline is that the 6-month trial period will begin in September 2022 and that it is up to us as a school community to determine how we’d like to see it operating. One of the Sustrans representatives at the meeting provided examples of how the trial school street scheme has worked in other schools in Birmingham and in London.

Following that meeting, Layla arranged a follow up meeting with Miss Ferris, Eve Holt and council neighbourhood officers on 9th March. Discussed how to move School streets forward at Brookburn. It was a good meeting and now have an outline of plan for the coming year.

There will be some funding from TfGM for signage and barriers to block the road, such as a concertina style folding barrier. The road closures will need to be marshalled ideally by 4 people for every closure (potentially every day, twice a day during the school run).

We have fed back that the human resource aspect of the closures will be the biggest challenge and council reps will look at some options for funding for marshals (e.g. employing the equivalent of lollipop women/men who could man the closure).

Before the regular closures go ahead, there will be a consultation phase where local residents, parents and businesses will be consulted and will be able to liaise with the council about it. We will have support from the council and TFGM on this, which is good.

Leading up to the trial period in September, the council reps advised that it would be good to start ramping up the school streets closures so that residents start to get used to the idea of it and it will allow our school community to work out a system for running the closures as smoothly as possible. We will likely aim for weekly closures during this period. At this point, members of our school community will need to lay out a general plan for how we see the period leading up to the trial working and provide a proposal for how the trial will work when closures are happening daily.

TG feedback to committee school in Birmingham had carried out School Streets closure for 2 week periods at a time. Committee discussed it would be intense for this to be carried out daily over 2 weeks. TG confirmed this can be set differently for each school. Further discussions required.

1. **AOB**
2. **External charity requests –** KJG confirmed as PTA is a registered charity not allowed to raise money or give funds to other charities. It is against the law. Committee can however support other charities through promotion via social media / school systems (e.g. comic relief).
3. **Communication –** members discussed preferred methods of communicating with eachother outside of committee meetings and to confirm as soon as possible if an action cannot be completed by the agreed date.
4. **Future Meetings**

Legally required to meet 3 times/year. Members agreed meet 3 times per year minimum with additional meetings as/when required. Agreed committee meeting to be held before the end of each term.

Date of next meeting to be set once school holidays for 2022/23 year released.

**Appendix 1**

We have seen three different contractors: Fawns Play, Pentagon Play and Playforce.  All companies come with glowing reviews from other Primary Schools. To date, we have received two quotes back with the third being due next week **(week commencing 21st March 2022**). Once the three quotes are in, Kelly and Rachel will compare and discuss, then put forward the two best and cost effective ideas for consideration of the committee and SLT.

**Appendix 2**

**Mother's Day Bath Bomb Sale (Target: £100)**

We have teamed up with Soaps for Little Suds (independent business run by parent Jenny Bills) to sell bath bombs in the run up to Mother's Day. We are selling them at cost price with a £1 profit on each item for PTA. This has been trialled as pre-orders online which will be distributed to children in class. Any left over will be sold at the Welly Sale which is scheduled for the Friday before Mother's Day. When purchasing online we are also asking people to add a donation to the PTA which is eligible for Gift Aid. We are also asking customers to cover the small card and platform fees. Even if we don't hit our modest target for this fundraiser it is a good way to trial these new systems.

**Welly Sale - Friday 25 March after school, amphitheatre (Target: £400)**

Parents Tess Grindle and Laura Day are taking the lead on this. We have been collecting pre-loved wellies for the last couple of weeks. Tess has also secured 50 pairs of new Grass & Air wellies (RRP £22.50, we will sell for £10 per pair). Pre-loved wellies will be a set, lower price or 'pay what you feel'.

**Welly Walk - Friday 1 April (Target: £2000)**

Repeat of previous successful 2019 event which raised £2500. Ms Henderson kindly sent an explanatory email before she went on mat leave as she was the lead on this event. We already have a good number of volunteers signed up. We need SLT confirmation that TAs will make the lanyards as they did last time (Ms H supplied template on email) and that school will confirm the route. After discussion with Ms Holden we don't think we need as many snack stations as last time - we will do water stations during the event and a treat at the finish. This way there is less set up required and fewer volunteers needed.

**'Motherload' Film Screening - date TBC (Target ?)**

Parent Layla Siebert is leading on this. Motherload is an independent film about cargo bikes and will be of interest to the wider Chorlton community. We are hoping The Edge theatre will allow us to host the screening there. Layla is in discussions with them via local Cllr Eve Holt who is a trustee. Ideally they will allow us to screen the film and take a profit from ticket sales (which will be via [brookburnpta.com](https://www.google.com/url?q=https://www.google.com/url?q%3Dhttp://brookburnpta.com/%26amp;sa%3DD%26amp;source%3Deditors%26amp;ust%3D1648501156486146%26amp;usg%3DAOvVaw3YjyizGuXoSnHVYcCifRQO&sa=D&source=docs&ust=1648501156503745&usg=AOvVaw0RlNN1rcPzoCB4bx6hSJDz)) and they could open their bar/cafe to make money themselves.

**PTA Quiz @ The Beagle - Tuesday 24 May, 7.30pm (Target: £250 plus lottery sign ups)**

The Beagle is keen to partner with us so we can host a PTA quiz night on one of their quieter nights. Tess Grindle knows the owner and is liasing. We have approached parent OJ Borg who is a BBC Radio 2 DJ to host the quiz and he has agreed. Another parent Chris Gutteridge has agreed to write the quiz. This is another good trial event for us - to see how an event works off school premises. The idea is to create a great social atmosphere to improve engagement with the PTA. We won't charge too much for tables and all food/drinks can be bought from the bar so no need for us to provide any of that. We'll get some good prizes from within the local community. Fundraising team volunteers can get people to sign up to the new lottery, volunteer for future events etc by circulating the tables.

**Break The Rules Day - Friday 27 May (Target: £600 + Gift Aid)**

We are proposing to repeat Break The Rules Day on the last day of half term as it was very popular with the children and raised more than a usual Non-Uniform Day as children paid £1 per rule broken. Non-Uniform Days are eligible for Gift Aid so we will take donations via [brookburnpta.com](https://www.google.com/url?q=https://www.google.com/url?q%3Dhttp://brookburnpta.com/%26amp;sa%3DD%26amp;source%3Deditors%26amp;ust%3D1648501156487201%26amp;usg%3DAOvVaw3kry-on0YK8LotLblhVZiG&sa=D&source=docs&ust=1648501156504248&usg=AOvVaw3LHVxtM9nEU-dKei6KyDNK) and collect Gift Aid info. Hopefully using the new platform will not see a downturn in payments compared to using Parent Pay but this will be a trial and we feel that it is good to start bringing all the PTA payments together on one platform.

**Chorlton Open Gardens - Sunday 26 June (Target ?)**

Our PTA allotment is opening for Chorlton Open Gardens and we will take elements from the Summer Fair (which will be replaced by this and the Summer Social event) that will give our Open Garden a fundraising element. We could offer Pimms, lemonade and also teas and coffees. Also offer seating and toilet facilities. Plant sale and perhaps a raffle or tombola.

**Summer Social with Ceilidh - Friday 15th July, 5.30pm-8pm (TBC) (Target: £1500)**

Parent Sarah Crooks suggested a ceilidh and we think this could work as a summer fundraiser. We could bring in popular elements from the Summer Fair eg inflatables for kids, jam jar tombola, water or wine and hook a duck. We have had an offer for a BBQ and would run a bar also. Families would be encouraged to bring picnic blankets and camping chairs and the event would take place on the field - festival feel (may need wet weather contingency of back playground or hall?)

**2022-3**

Looking forward to next year, in the Autumn term we plan to continue theTeddy Bear's Picnic for new EYFS parents and bring back Halloween Disco, a women's clothes swap (external venue). In Spring Term we'd like to restart the KS2 Film Night.

**Appendix 3**

Order of topsoil and mulch ordered (for allotment beds/EYFS beds and new trees and hedging) – Cost: **£429.89**

First session with Year 1 at the allotment (filling allotment beds with topsoil and chitting potatoes) ‐ **10 February 2022**

First den day of the year (filling up allotment beds with topsoil and preparing space behind allotment for tree planting – **12 February 2022**

Tree planting session from Kindling Trust with 26 children who are Eco and Unicef Councillors  (a lesson about the importance of trees and Agroforestry and planting 7 apple/pear trees) – **4 March 2022**

We applied for and have received 105 ‘wild harvest’ hedge saplings from The Woodland Trust. We plan to use them:

‐ As an edible hedge/windbreak/screen between the newly planted orchard and the training building.

‐ As an edible hedge between the playing field and Treasure Wood

We hope to include as many children in the planting as possible in the week beginning **21 March 2022**.

Trying to organise with Mrs Connaughton but if that fails will try to involve reception and/ or year 1.

Next den day (plant any remaining trees/saplings, mulch saplings, fill up EYFS beds with top soil) – **16 March 2022**

Rebranding facebook, twitter and email from Allotment and Den volunteers to something that is more inclusive and descriptive of the wide range of eco projects we are involved with. Carolyn and Tiffany are discussing this week and will bring a decision or a short list of names to the meeting.

**Priorities for next term:**

Continue Year 1 allotment lessons

Lessons for reception and nursery

Collect plants and sow seeds for Plant Sale

Make visual improvements to the allotment in time for Open Gardens (finish off fence, paint shed, create a welcome archway and a blackboard)   Start trial of hot bin with the kitchen

Sort out soil test

Keep trees and hedging well watered during spring/summer

**Appendix 4**

Go-ahead for the bike shelter was granted by TFGM in November, but wasn’t communicated to Layla who is co-ordinating the whole project.  Layla has been in touch with TFGM who have confirmed we can still go ahead with the project and have moved the expected completion date to 31st July 2022. Need to know if any budget is required for this project.