##  **Parent Teacher Association**http://www.burtonborough.org.uk/images/logo/logo.png

 Charity No. 701231

**MINUTES OF BBS PTA MEETING**

**MONDAY 9th OCTOBER 2017 6.30PM**

**PRESENT:-** Susanne Finlay-Bearblock (Vice-Chair)(SFB), Liz Storey (Treasurer)(LS), Donna Turpin (Secretary)(DT), Kath Ollivier(KO), Judith Downes(JD), Susie McClean(SM), Karl Hill (school link).

1. **Meeting Opened**

6.35pm Meeting started by Susanne Finlay-Bearblock.

1. **Apologies**

Judy Ingman (JI), Debbie Goodrich (DO), Helen Jones (HJ).

1. **Previous Meetings Minutes**

Minutes from 13th June 2017 signed as a true and accurate record.

**Items 4, 5 & 6**

A unanimous agreement to defer these items as the email did not go out to all parents with notification that the AGM was taking place.

It was decided that we would reschedule the AGM to Tuesday 7th November 2017 at 6.30pm in order to advertise the need for new members and particular posts in order to continue with a PTA (DT).

Chair – no volunteers

Vice Chair – SB happy to continue

Treasurer – no volunteers

Secretary – DT happy to continue

(DT/SB) Letter to be created detailing the need for new members and in particular which roles in order for the PTA to continue. Letter to be sent to Karl Hill for it to go out to the whole school, on the website banner and on the PTA section of BBS website. DT also to send a reminder to KH straight after half term to put a refresher out.

**7.** **Treasurers Report (LS)**

- 2016/2017 Accounts have been submitted to the Charities Commission, they have said that we do not need to be registered as a charity any longer due to the fact that we don’t turn over enough funds.

- LS will not set up a third person (signatory) on the new Barclays Account.

The Lloyds accounts (saving and current) are now closed and the Barclays Account is up and running.

- Total balance = £16,068.55

- An invoice for the water that was given out at the Sponsored Walk was handed over by LS to KH to sort payment out via school as the PTA were not involved with this event. SB also told KH about an invoice for the Portaloo hire for the same event that was sent to SB’s personal address during the summer break. KH said that he would investigate this and ensure the school pay it.

**8.** **Outgoing Funds**

- (Lisa Kane) Work Experience Awards Event incl. aspirational speaker. A round robin email was sent out to all current PTA members previous to the meeting (due to the time sensitive nature of this event) and all agreed that we would part fund this event (£500) but requested that it be opened up to all Year 11 students which Lisa Kane duly organised. The event will take place on the evening of Wednesday 18th October 2017, PTA parents are invited. Lisa Kane requested a PTA member to present an award, SB said she would do this if no one else came forward – SM will let SB know.

- Lotteries licence (£20 by 31/10, £40 thereafter) – deferred until the outcome of the AGM

- Snack Shack - Everyone agreed to fund this in principle but would like some things addressed first if possible. KH to speak to Sarah McElduff reference outdoor covered seating (PTA to fund) and also barriers required as a consequence of the queueing that would form. KH also to chase up with Sarah McElduff the outcome of the enquiry she was making into extendable overhead coverage for the queue. We would ideally like to know the outcome of these points before the AGM on the 7th November so that it can be voted on.

**9. BBS PTA Constitution**

DT to circulate a copy of this with the minutes for suggestions, we can then look at this after the AGM and update thereafter.

**10. Noticeboard/Website Updating**

- KH suggested an A-board with details of what we do and what we are fundraising for, how to get in touch etc. instead of the noticeboard which can be put out at each event. KH would charge site services with putting it up at parent’s evenings etc. and knows where it can be stored. SB asked KH to investigate if the PTA pop up banner is in the same storage place that he knows of.

- Website – DT to email KH with the ‘what we do’ letter and all previous minutes and he says he will instigate getting the PTA section of the website updated. The committee dates need changing also from 2015-2016 to 2016-2017 (KH).

- KH also suggested the creation of a BBS PTA Twitter account from the school one. We will look for any Twitter savvy volunteers from the AGM!

**11. Future Events**

Hamper Event Postponed until outcome of AGM – There was still quite some discussion regarding this event and KH said that if it did go ahead it would be worth someone coming in to the whole teaching staff meeting on Thursdays at 8.30am. DT requested KH mark us down as attending on the 9th November so that it wouldn’t be taken up by anything else.

**12. Any other business**

**13. Date of next meeting**

AGM 7th November 2017 6.30pm

**Meeting closed at 8.15pm by SFB**