## bbs The Burton Borough School

Parent Teacher Association

Charity No. 701231

**MINUTES OF BBS PTA MEETING**

**TUESDAY 13th JUNE 2017 6.30PM**

**PRESENT:-** Kath Ollivier(KO), Susanne Finlay-Bearblock (Vice-Chair)(SFB), Liz Storey (Treasurer)(LS), Debbie Goodrich(DO), Donna Turpin (Secretary)(DT), Helen Jones(HJ),

Robi Wood (Communities and Voice TLR).

1. **Meeting Opened**

6.40pm Meeting started by Susanne Finlay-Bearblock.

1. **Apologies**

Judy Ingman (JI), Ben Cooper (BC) (Teacher Representative), Christine Carter (CC) (Head Teacher), Susie McClean(SM), Judith Downes(JD).

1. **Previous Meetings Minutes**

Amendment made to the previous minutes regarding Just Giving alternative information supplied, as requested by Christine Carter, then signed as accurate.

**4.** **Treasurers Report (LS)**

LS is working with BC in order to get him set up as the third person (signatory) on the new Barclays Account. BC has applied for a passport so the savings account should be sorted once BC’s passport is presented to the bank which means we will be able to spend as current committee have not had access to funds to date.

Total balance = £16,068.55

Savings Account - £10k LS has moved this from Lloyds to the new Barclays account.

Current Account - £6068.55. Of this, £14.17 raised by PTA during Charity Week and £25.03 raised by PTA from Better World Books. LS has applied to the PTA Association to change our contact details and also for the Direct Debit to be transferred over to the new Barclays account. Once this has happened, the remaining current account balance will be transferred to the Barclays account and the Lloyds ones closed.

LS is in possession of the PTA’s historic accounts. These documents should be held by school, as it is not sensible for a volunteer to be storing them. (note - SFB to email Maria Carroll (Head’s PA) to ask for a storage solution to be found)

**5.** **Parent Survey – Data (BC) and further discussion of engaging parents in supporting PTA**

BC provided consolidated and full information via email (with thanks from the PTA as he was under many outside pressures at the time) prior to the meeting; this was discussed during the meeting.

It was very interesting to review the results of the surveys. One particular thing stood out and that was how we could reach out to potential new members.

Only one parent provided their email address expressing an interest in helping PTA, but they are unfortunately moving house and leaving the school to go to another at the end of the academic year.

SFB would like a copy of what is put in the ‘New parent starter packs’ on behalf of the PTA so that we can review and refresh this – DT to ask Maria Carroll.

HJ suggested a PTA presence at Parents Evenings; this has been tried in the past but unfortunately we were placed down a corridor in an out-of-the-way position. We may retry this next school year, and request our table to be in a more prominent, high traffic position.

DT to email Maria Carroll for a list of all diary dates for the 2017-2018 academic year so that we can identify dates that would allow for opportunities for future fundraising events ,and also at already arranged events such as parents evening where we could have a stand to raise the profile and hopefully recruit more volunteers

**6.** **Revision Workshops (SB)**

After agreement that everyone would like to know details about this. SFB provided approximate costs breakdown of the Elevate revision services (Elevateeducation.com) from another school she knows of:

Year 11 Seminars – 170 students with two sessions (Study Sensei and Ace Your Exams) including workbook was £1716.00

Year 10 Seminars – 170 Students with similar sessions was £1775.00

The school that kindly provided this information (confidential) have previously tried other revision companies and have paid more for the service but not been as happy with the sessions compared to those delivered by Elevate. They come highly recommended by a variety of educational professionals.

RW said that Jackie Wynn is interested in revision workshops (In a staff meeting she raised the issue that there is a lack of revision techniques and a lot of exam stress). SFB will try and arrange a meeting with CC to discuss this further.

It was agreed that we ask CC is there is potential for this to be done during EEL days; as parents we are very keen to support and enhance our children’s revision skills both at Year 11/10 and also believe it could potentially be very effective in lower year groups.

DG- based on current year groups (10 & 11) the total would be approximately £3300. As our school is larger than the sample school, there may be larger group discounts available which could be taken advantage of.

Maybe a 50% PTA, 50% Parent Funded split could work?

**7. Just Giving**

LS – A percentage (5%) is taken from the payment by Just Giving so we are not happy to continue down this route.

Previous meetings minutes amended to reflect that CC sent SFB details of the alternative Golden Giving. Upon investigation, although they are the lowest fee, this site is not free and takes a commission percentage (1.75%).

**8. Easy Fundraising**

HJ investigated this and found that there are three Easy Fundraising accounts already set up for BBS. Upon further investigation it transpires that 1 = school account (instructed by Sarah McElduff that this is actively promoted before Christmas), 1 = Music Department or BBS Band, 1 = P.E. Department. LS has trailed through previous Head Teacher Newsletters and cannot find the generic school one ever being promoted and no one can remember an email promoting it before Christmas last year.

HJ advises that the Girls High (a significantly smaller school) have raised £750 in 8 months by actively promoting Easy Fundraising to their parent body.

It seems a real shame to let this languish and miss out on a non-labour intensive fundraising initiative.

HJ is happy to pick this up as she has previous experience of this.

**9. Previous Events**

Charity Week

Thank you to BC for inviting us to this event.

LS & HJ very kindly organising the ‘Balance a coin on a lemon in water’ stall for this event on Friday 5th May midday onwards and raised £14.17, huge thanks to LS and HJ.

**10. Future Events**

Sponsored Walk – 14th July 2017

Unsure of status, as questioned by CC regarding the PTA’s need for involvement in this event in today’s open letter to the PTA:

2 years ago SFB & KO asked the then Teacher Representative (Karl Hill) why we were attached to this – the response was the school would do the activity anyway but they wanted to keep the PTA name on it.

15th February 2017 we asked the question of PTA involvement again at the meeting that took place with CC and Sarah McElduff ,but we were encouraged to continue to lend the PTA name to the activity.

PTA lending its name to the Sponsored Walk is of a historical nature, however the Committee is not involved outside of an accounting capacity when LS puts many hours into sorting out money from the event. The Committee is more than happy to leave it entirely to the school and be purely in the schools name as we appreciate we have limited input in this outside of Treasurer hours (and previous Chair may have organised portable toilets and bottles of water).

HJ approached Aldi to potentially sponsor the bottled water but they do not have the budget.

Historically the monies raised have paid for the PSD’s (not in full, some additional PTA funds have had to supplement), we have never just banked the money.

DT asked Miss Suckley for details regarding Race for Life which had been propositioned as taking place the day before. Note that this has now been moved to during the week after. Whilst motives are very admirable we are still unsure how two sponsored events in two weeks will work.

**11. New School Uniform**

Feedback is that some Year 9 parents are not happy as within 2 weeks of issuing a statement regarding the new Uniform Policy there was a mixed message and potential change to the policy (some parents already have next year’s uniform ready).

Also the following feelings were muted:

- The notification period (23rd of May) was not sufficient, no previous thoughts were muted.

- There was very little parent consultation (uniform viewing, voice concerns etc.).

- According to guidelines it should be of best value – the new blazer is going up over 10%? Let alone the rest of the uniform.

LS and DG are contacting school directly about this.

**12. Any other business**

Letter sent from Christine Carter (Head Teacher) at 3.11pm today

Overall response from the PTA members present was one of disappointment, and a feeling that the hard work volunteers put into PTA activities and discussions is not appreciated by school staff. It is worth noting that all PTA members work, have families, participate in other volunteer commitments and are still committed to giving up family time to support Burton Borough School because they believe in supporting their children’s educational institution.

SFB led a discussion following each of the items as outlined in Miss Carter’s letter, as listed below.

Item 1 – We have not had any proposals in the last 6 months. £5000 was given for landscaping (still no receipts or invoices after continually asking). When other things were asked for previous to this payment it was requested (by people involved with the new building) that the money be kept ready for planting and seating as there was no money in the budget for this.

Since this time we have receiving many comments from parents asking for an outdoor covered seating area, were awaiting the results of a parent survey, and are still awaiting the results of a PTA requested pupil survey which hasn’t taken place yet.

The results of the parent survey showed that top requests for spending funds were 1. Heads Decision, 2. Outdoor Covered Seating Area.

We have received another complaint from Year 7 parents who are very unhappy as last week, during heavy rain, the school hall was full and the Year 7s were refused access and spent all of lunchtime in the rain.

In Addition: The duties that the PTA carry out on a voluntary basis were questioned.

- An incredible amount of effort has been put in (particularly by LS) to untangle the historical financial mess that the PTA has been left in. Most is resolved now, although LS is still going through the process of removing old signatories and starting with new signatories and new bank accounts due to the technical nature of the account (non profit).

- LS has also spent a great amount of time on gift aid collation; this is ongoing.

**-** Hours were spent collating sponsored walk money from various areas of the school on various days and chasing up outstanding amounts.

- Christmas Hamper Raffle – set up, licencing, arrangement of raffle tickets with printers (quotes, drafts, proofs etc.), and venues to sell tickets (Saturdays and evenings given up by PTA members taking them away from their families). Autumn to Christmas is taken over by promoting hamper goodies to come in, finding suitable boxes, storage, transfers, packing materials, collating sample hampers, collating the rest of the hampers, promoting raffle ticket sales, selling raffle tickets, money collections, banking and numerous other activities associated with this fundraising activity.

- Previous events such as Christmas shopping evenings, quiz nights etc. have failed to gain attendees, in particular parent only events tend to not draw enough of a crowd to raise enough funds to warrant the work involved.

- Historically, the PTA has understood that it was also a platform for parents to voice general concerns – is this not the case? If it is not the case where should we direct parents? SFB to query this with Miss Carter. It should be noted that the parent voice function is one that current PTA members are very familiar with from their time spent serving on Infant, Junior and Primary School PTAs in Newport and surrounding areas.

The member of the PTA present (6 parents) questioned and discussed whether to disband based on Christine Carter’s letter received today.

Our intentions are to fundraise for the school, have a parent voice and connections for parents with the teaching staff. KA suggested that parents be approached to donate a sum of money per year (eg £10) that would then take the place of PTA needing to organise fundraising events.

SFB asked if a copy of the PTA constitution (LS obtaining) can be sent to Miss Carter and also circulated to the rest of the PTA representing what we do and asking if she would like us to continue.

Request for funds – RW stated that material costs for DT are high and printing costs for next year are likely to be £1500 out of the £4k budget. RW is asking for anyone with links that may be able to sponsor/support school and any funds available. Deferred until outcome of next meeting.

AOB – DG – At Year 9 parents evening she was told by PE staff that extracurricular activities needed to be done by her daughter. When she questioned this based on the numerous activities that her daughter does, she was told they only recognise PE Activities! Maybe an extracurricular register needs to be organised for Ofsted purposes (knowing their pupils better). This may help encourage those children who don’t do extracurricular activities; perhaps children discussing these activities during Form time, each child who does having the opportunity to talk about what they do out of school, this may encourage others.

Previous AOB- Covered seating area – This is still a major concern to parents (JI requested an update on the situation with this also). Parents are concerned about the outdoor eating arrangements especially as this is where pupils are directed when they have bought their own food to school. The PTA is still awaiting information on the requested model from Christine Carter. We would ideally like three options; value, medium and high end versions of a structure.

There are concerns over how the area would be policed/monitored; suggestions were made that this could become the responsibility of prefects/head of houses on a rota basis.

A suggestion of cold food provisions either within or attached to ease queues etc. in the main dinner hall. **–On Hold request by CC – awaiting further information.**

- The subject of a potential uniform change at school was bought up. Concerns over when the new policy will be implemented, concerns over styles and pupils body shape issues, concerns over the financial impact. BBS have not made any final decision on this yet, it is still in discussion stages within school staff and so no further information is available yet. **– See Above (Already Implemented)**

- HJ requested information about Pixel Edge. It was promoted to all incumbent Year 7s and they were encouraged to do community based activities but it seems to have gone incredibly quiet. SB will contact CC to ask what has happened. **– CC Discontinued as not value for money**

**13. Date of next meeting**

TBA – dependent on the outcome of the sponsored walk, outcome of PTA minutes response to letter from Miss Carter and review of PTA constitution.

**Meeting closed at 8.50pm by SFB**