

BWSfB Society

No 3 PTA Minutes 04/02/19

(New logo to go here)

Monday 4th February 2019 @ 6.45pm @1WMR
Meeting called to order by Louise Bowler - Secretary BWSfB Society PTA.

In Attendance

Louise Bowler - Chair (LB)
Susan Marlow - Secretary (SM)
Anne Gouldthorpe - School representative (AG)

Members of the wider PTA present at the meeting

Gayle Harris	Sarah Parker
Sammy Gray	Laura English
Paul Gray	Jenny Fenwick
Simon Spearmavoxx	Stephanie Roberts
Sarah Fagbayi	Rachel Terry
Grace Joseph	Lucy Cottrell
Ola Joseph	Claire Johnston
Jill Barnett	Flavia Moller
Jo Melrose	Steven Obuba
Paul Melrose	

Apologies

Gary Pickett - Treasurer
Jayne Burman
Louise Louth
Amanda Holmes
Fola Oworu
Sati Bedaysee

Agenda

1. Introduction from Louise
2. Introduction of Gary Pickett - Treasurer
3. Treasurer to give an update on The constitution, opening of the bank account and subscription to www.Parentkind.co.uk
4. Chair to give an update of current initiatives in place ie park run, refreshments on sports day, tuck shop, bag to school update, library update, easy fundraising update, social media update, emergency contacts for sports fixtures
5. Secretary to talk through current fund raising initiatives
6. Ask the Society for additional fund raising ideas, vote for those and assign responsibilities and vote for other fund raising initiatives.
7. AOB

Agreed Actions from Minutes of 21st December (No2) and outcomes

1. Susan Marlow (SM) to forward e-copy of Parent kind sample constitution to GP - **actioned on 22/12/18**
2. SM to retype and email to GP sample constitution for the purposes of GP to formulate BWSfB Society constitution - **in progress**
3. GP to look into setting up a bank account with Nat West in Bromley with a view to opening it in January 2019 - **see agenda outcomes and actions**
4. GP to review all constitution documentation to be able to move forward - **see agenda outcomes and actions**

Agenda items and agreed actions

1. Louise Bowler (LB) opened the proceedings by welcoming all to the BWSfBSociety PTA meeting
- 2 & 3. Susan Marlow (SM) spoke on behalf of Gary Pickett (GP) Treasurer on the following items -

Bank Account

I (GP) am due at NatWest on Thursday. It would be good to know what you would like the bank account name to be. BWSFB PTA is an option.

Further to that, I am going to suggest we have three signatories on the account and two signatures are required for either all transactions, or, maybe, all transactions over £50.

If the committee could give me a steer on these two points, I'd be grateful. - **The Society agreed that we should have 3 signatories but two only two needed at any one time and this should be on all transactions regards of value.**

Start-Up Capital

I intend to ask Andrew Ruck for a cheque, made out to our PTA, using the bank account name chosen above in point 1. He is awaiting the balance transferrable from his treasurer (Say Yes to Bullers account). The amount is likely to more than enough to cover our Parentkind fees. Once I have the bank mandates, signed by the signatories, I'll deliver this to NatWest with the cheque to open the account.

Parentkind

Once we have set up the bank account, we can set up our Parentkind account and pay in accordance with the details below. Parentkind fees - "We use the fees you pay to offer you the very best PTA membership that money can buy, including unrivalled insurance, advice, and offers that save you money and time."

Number of Pupils	Method of Payment	
	Bank transfer/credit card/cheque	Direct Debit
Up to 100 pupils	£70	£65
101-400 pupils	£110	£105
Over 400 pupils	£122	£117

Please note: Membership is an annual subscription. The fee for the full 12 months is paid on joining. Our fees last rose on 1st December 2017, by around 3 percent

Constitution

As discussed, having a set of rules that guide us and the parents, is fundamental, to a well organised and run PTA.

Now, as part of our membership to Parentkind, we can adapt and take on their standard constitution. Having spoken to them, it would seem that using their template, would enable us to fast track our application for charitable status.

Finally - Thank you for the opportunity to act as your Treasurer. I'm looking forward to working with you all.

Chair to give an update of current initiatives in place currently:

Park Run

The park runs will start again after Easter - Louise Bowler will confirm details via Parents @ BWSfB what's app group

Refreshments on sports day

Parents will be able to attend and cakes and refreshments will be sold. The location of the sports day will be confirmed nearer the time.

Proposed new Tuck Shop

The idea of a tuck shop for the boys has been raised and most parents were in support of this idea - Louise Bowler initially lead on this. It will be resourced by parents.

Bag to School update

Bags to be filled will be sent home prior to half term via school bags and are due back by no later than 8.30am on 14TH March. Details of what is suitable to go into bags has been sent out and will go out again via the newsletter or distributed via the Parents of BWSFB what's app group.

Library Initiative

A number of books have been collected and these are now situated within the school. All donations should be sent to school and Louise Louth is leading on this initiative. Please note that all additional or duplicated books will continue to be collected with the hope of a book club being developed in the near future.

Easy Fundraising

www.easyfundraising.org.uk is an app or portal that you can access top brands and once purchased via the site a percentage goes to the school. We should in Banner from Easyfundraising - with permission this can be attached to the school railings to raise awareness. Louise Bowler will lead this and arrange for a link to be included in the next newsletter to all parents and carers.

Social Media update

We are currently on Facebook and on What's app - please search Parents of BWSFB and ask to join. These communication platforms will be developed as we move forward.

Emergency contacts for sports fixtures

Boys are recommended to ask a friend to use their phone to make contact with parents if no safe responsible adult is available to do so. There is also a PE Twitter account.

New Year 7 Welcome Picnic

To be held on Sunday June 9th at Norman Park - **TO BE CONFIRMED**

GDPR

Anne Gouldthorpe to look into parent and carers email details and opt out options.

Secretary to talk through current fund raising initiatives

The secretary asked for fund raising ideas and the following were discussed and agreed as follows:

Date	Fund Raising Idea	Event	Contact leading event
28/02/2019	School Fund	Request from PTA to parents to make a suggested donation to the school fund (examples of how much per family and what that would secure for the boys)	TBA
28/02/2019	www.easyfundraising.co.uk	Ongoing - buying from retailers online using the Easyfundraising portal or app.	Louise Bowler
TBC	Tuck Shop	Selling sweets on Fridays at 1WMR	Louise Bowler
11/03/2019	Selling refreshments	Parents evening - 7A	TBA
18/03/2019	Selling refreshments	Parents evening - 7B	TBA
25/03/2019	Selling refreshments	Parents evening - 7C	TBA
14/03/2019	Bag to School	Bag to School donations	TBA
29/04/2019	Selling refreshments	Parents evening - 7D	TBA
08/05/2019	Selling refreshments	Parents evening - 7E	TBA
13/05/2019	Selling refreshments	Parents evening - 7F	TBA
25/06/2019	Selling refreshments/Cakes	BWSfB Sports day at Norman Park	Louise Bowler
TBC	Quiz Night and Raffle	Quiz Night and Raffle (use Eventbrite)	TBA
TBC	Selling refreshments	CEOP Social Media meeting	Claire Johnston
Xx/xx/xx	Ice Lollies	Selling ice lollies to boys after school	Sarah Fagbayi
13/07/2019	Selling Food, Drink & Raffles tickets	Summer BBQ	TBA
10/2019	Selling Food, Drink & Raffles tickets	Quiz Night (use Eventbrite)	TBA

AOB

BWSfBSociety Logo

Anne has asked that a presentation be made to the boys by two members of the PTA setting out what the PTA do, how it was formed, what its purpose is, who the members are and what roles they hold and then finally to announce that we would like the boys to enter into a logo design competition.

Entries will be judged by the PTA and the winner's logo design will be used to present the Society.

Susan Marlow asked if there was any other business and the meeting was brought to a conclusion at approximately 8pm.

Finally due to increasing work commitments Susan Marlow will be standing down as Secretary to the BWSfBSociety. Nominations for a new secretary will be requested before the next meeting and voted on at the next meeting.

Next Meeting:

Further dates to follow in 2019 please refer to school comms and comms on the website.

Susan Marlow BWSFB - PTA Secretary 8/2/19