



# Beechen Cliff School

## PTA

### ANNUAL GENERAL MEETING

13 November 2017

### MINUTES OF THE MEETING

**Present:**

Lucy Miller	Anne Tribe	Kate Abbey
Clare Cutting	Sarah Mitchard	Caroline Roofe
Jacqueline Lewis	Emma Ford	Annie Meharg
Debbie Anderson	Lisa Govier	Tracey Icehoe
Stephanie Massey	Keda Sparrow	Kant Mann
Vicki Mowat	Hilary Rogers	

Apologies were received from Isabell Browell.

**1. Welcome and Introduction**

Mr Kant Mann, Assistant Head and Interim PTA Chair, welcomed all the PTA members and opened the meeting.

**2. Appointment of a New Chair**

Kant Mann reported that three new appointments were needed for the roles of Chair, Treasurer and Secretary. He also noted that the school were looking to re-launch the PTA this academic year and look forward to new ideas to widen the appeal of the PTA and encourage involvement. The current trustees are Kant Mann, Sarah Evans (parent and member of staff) and Emma Ford (parent).

The three roles were appointed at the meeting, and these are as follows:

New Chair appointment: Annie Meharg (parent)

Seconded by: Clare Cutting

Treasurer: Emma Ford (parent) is happy to continue in the role of Treasurer.

Seconded by: Annie Meharg

Secretary appointment: Hilary Rogers (parent and member of staff)

Seconded by: Lisa Govier

Addendum notice: Kate Abbey has agreed to Co-Chair alongside Annie Meharg.

Kant Mann agreed to offer help to Annie and Kate as they take up this new role and expressed his thanks for their willingness to take this on. **KSM**

### **3. Finances**

Emma Ford gave an update on the PTA Finances over the last twelve months. The accounts have just been agreed and the last return filed by Emma Ford and Kant Mann.

She noted that the income was mainly raised from the funds of the 50:50 Club at nearly £4,500, the two Quiz Nights with a combined income of just over £3,000, a single donation and the Band Night raising just under £1,000.

The income was donated to the school with just over £4,000 given for the refurbishment of the school library, funds for blinds for the school hall and just over £2,000 given to the sports department. An additional £6,000 was given to the English, Art, sports, geography, film and language departments within the school and extra-curricular clubs held after school.

The main PTA current account stands at £250 and the main reserve account stands at £926. The signatories for the accounts are Emma Ford, Andrew Davies and Clare Jones. Clare Jones no longer wishes to be a signatory so Emma has agreed to organise Annie Meharg/Kate Abbey as a new signatory. **EF**

Thanks were given to Emma for her work with preparing and looking after the accounts.

### **4. New Fundraising Ideas**

Vicki Mowat (parent) manages Riverford Organic Farmers. They distribute organics veg boxes in and around Bath. She gave an overview of who they are and what they do and then gave examples of what events she could potentially introduce to the school in order to raise additional funds for the PTA in the form of cookery events, demonstrations etc. It was agreed that an event would be run initially for the Year 8 parents in January 2018. Vicki will work with Emma Ford and Annie Meharg and Kate Abbey to register the school with Riverford and then to organise the event. **AM/KA/EF/VM**

A 'Welcome' event for parents of Year 7 boys in the form of a wine, beer and cheese evening was put forward. Jacqueline Lewis (parent) introduced her company Electric Bear that brews and sell beers. It was agreed that this event would be held the first week of February. It was also suggested that the PTA contact Paul Calvert, Head of Music, to see if he would be happy to organise individuals/groups of musicians to play throughout the evening. Annie Meharg, Clare Cutting and Jacqueline Lewis have agreed to organise this event. **AM/KA/CC/JL.**

It was agreed that the next Quiz Night will be organised for March. Details to be confirmed at the next meeting.

In order to be able to sell alcohol at school events we shall need to re-license Beechen Cliff with the Bath Licensing Authority. Kant Mann has agreed to discuss the possibilities of licensing with Andrew Davies (Head). **KSM.**

It was also proposed to organise a Ceilidh but this will be postponed until the summer term. Details to follow.

Annie Meharg and Kate Abbey as Co-Chair noted that they are happy to receive any new and fresh Fundraising ideas and to e mail them to [anniemeharg@hotmail.com](mailto:anniemeharg@hotmail.com).

## 5. 50:50

Sarah Mitchard has been running the 50:50 Club for the last academic year and is happy to continue organising this for this coming year.

Sarah spoke to the PTA about how the 50:50 Club works. There are currently 140 members all of whom has raised a monthly standing order giving as little as £1 upwards. A draw is taken each month with half the winnings going to the members and half to the school. In total around £2000 is given to the school every year. Sarah has agreed to draft a newsletter notice and send it through to Hilary with an invitation to all parents to join the Club and also with news of the last two months' winners from the draw. **SM/HR**

## 6. Year 7 Art Competition

Hilary drew attention to the up and coming Year 7 School Art Competition to design a new PTA logo. The competition is to be held and judged before Christmas. Andrew Davies has kindly agreed to donate a prize to the lucky winner from school funds. Kant Mann and Sarah Evans will produce a New Year Newsletter and announce the winner along with a request to recruit more members. **KSM/SQE**

## 7. Forthcoming Events

There are three Parent Evenings on 4 December, 12 December and 18 January that require volunteers to help prepare and serve coffee on a shift basis – two shifts per evening with three volunteers per shift. Annie Meharg will co-ordinate finding the volunteers for these events.**AM**

Kant Mann is going to check with Andrew Davies about the possibility of boys helping with coffee serving.**KSM**

## 8. Any Other Business

- It was proposed that there should be two PTA representatives per year group to help co-ordinate and organise PTA up and coming events. The following people have already agreed to fill these roles:

Year 7 – Caroline Roofe and Jackie Lewis

Year 8 – Kate Abbey

Year 9 – Clare Cutting

Year 10-

Year 11-Lisa Govier

Year 12–Sarah Quarren Evans

Year 13-Lisa Govier

Annie Meharg and Kate Abbey have agreed to draft an item for the next Newsletter, to enlist more volunteers from the parents. Hilary will then forward this to the school office for inclusion to the school newsletter.**AM/KA**

- It was agreed that the PTA website needs to be updated with current news, up to date information and future events, and in January the new PTA logo. This is an on-going task to be discussed at the next meeting.
- Annie also brought up the issue of the school toilets and how there have been some complaints from parents and boys about their lack of cleanliness. Kant Mann noted that this issue has already been raised with the site staff and it has been recognised by the school and plans are in hand to try and improve the situation. **KSM**
- At the next meeting it was agreed that there should be a review of the 'Terms of Reference' for the PTA. Hilary to ask Clare Jones where the current Terms are, send them to Annie and Kate and bring them to the next meeting.**HR**
- The Christmas Tree has been ordered and the PTA have the decorations for the boys to decorate the tree at the end of November.
- The Minutes of the Meeting are to be added to the PTA website. **KSM/SQE**
- The Terms of Reference are to be added to the PTA website. **KSM/SQE**
- Kant Mann is going to discover whether the PTA is eligible for Gift Aid.**KSM**

### **Date of Next Meeting**

It was agreed that the next meeting will be held on Monday 8<sup>th</sup> January at 7.00pm at Beechen Cliff School.

The meeting ended at 8.45pm.