

**Beechen Cliff School**

**PTA**

Minutes of the Meeting held on

5 March 2018

Present: Debbie Anderson Jacqueline Lewis Jo Masani

Annie Meharg Kate Abbey Sarah Mitchard

Kant Mann Hilary Rogers

1. **Welcome by Chairs**

Annie Meharg opened the meeting.

1. **Apologies**

Apologies were received from Emma Ford (Treasurer), Lisa Govier, Clare Cutting, Emily Hughes, Tracey Kehoe, Caroline Roofe and Jane Griffiths.

1. **Minutes of PTA Annual General Meeting held on 8 January 2018**

The minutes were approved by the PTA.

1. **Chairs’ Report**

Kate Abbey delivered the Chairs’ Report. There have been two good months of fundraising for the PTA – the Cheese and Wine Welcome Evening for Year 7 parents and the Riverford Event for Year 8. The trial run of the Year Rep system helping at the Parents’ Evenings has been very successful for the school and the feedback from the parent helpers has also been very positive. Kate and Annie have met with the PTA Chair at Hayesfield School to discuss future joint events. The PTA website has now been updated and reinvigorated. The school is happy for the PTA to have editing rights so this can be self-managed. The PTA is now registered with ‘Give as You Live’ which allows parents to support Beechen Cliff PTA while shopping on line.

1. **Treasurer’s Report**

In Emma Ford’s absence Annie Meharg gave an update on the PTA finances. The Reserve Account stands at £630. The main current account stands at £3149. Income of just under £3000 has come by way of a £120 donation from Riverford from parents taking up their Veg Boxes, £100 from the Riverford Event, £593 from the Cheese and Wine Evening, £450 from ticket sales for the Cheese and Wine via Parentpay, £24 from an annual donation from the Coventry Building Society and £1500 for the 50:50 Club. A transfer of £225 has been made from petty cash from the tea and coffee sales at the Parents’ Evenings; Year 7 - £174, Year 8 - £101, Year 9 – £89, Year 10 - £75, Year 11 - £74, Year 13 - £36.80.

1. **School Report**

Kant updated the Committee on the recent incident on 22 January. He explained that the matter had been referred to the police and we await the outcome of their investigation

Kant updated the Committee about the school loos and bids are in place for a new loo block as part of a Government Academies Fund – Paul Watts is organising this. The school has also employed a new cleaner who is checking and cleaning the loos on a regular basis each day.

Kant also reported the Under 15 rugby team have now reached the final of the Schools Day Vase Final to be played against Kenilworth School. The final is to be played at Twickenham on Wednesday 14 March at 11.00am. The RFU have agreed to cover the costs of the boys to stay overnight and for the coaches. Two coaches have been organised to take staff and boys from the school to watch the final.

The PTA suggested that this should be in the Chronicle and it was agreed that Kant would ask Lee Sumsion for a photograph and copy. **KSM**

Kant then gave an update on the Year 7 and Year 8 Parents’ Evenings’ feedback. Overall the feedback was very positive with good communication being appreciated. He explained that some parents wanted to be able to contact individual teachers and wanted e mail addresses on the website. Kant explained that the school needed to have a trail of communication in case there was no response which is why there is the generic ‘headmaster@beechen’ address. The PTA felt that this hindered parents from contacting the school as parents were under the impression that they were contacting the headmaster directly when using this email address and wouldn’t want to bother him, whereas in fact emails to ‘headmaster@beechen’ go to the Head’s PA and are forwarded on to the relevant teachers. Kant will look into whether the ‘headmaster@beechen’ should be replaced with a more general sounding email address for September. **KSM**

The shortened day has now helped with the issues of long queues at lunchtime.

The PTA Committee raised the issue of the school’s extra-curricular activities not being advertised clearly enough. They felt that any extra clubs would definitely help the year 7 boys from their transition from primary to secondary school and remained important for older boys in the school. Kant is going to look at putting a list of all the current clubs on the school website and the school newsletter and ensuring that this is updated on a termly basis. **KSM**

*Clubs and societies will be updated on the school website and appear in the newsletter each term. This has now been actioned.*

Kant updated the committee on the recent joint disco with Hayesfield School. A reciprocal disco is to be held at Beechen Cliff in the summer.

Kant has spoken with the school and the Great Walk will take place in June this year.

Kant added that the school is greatly appreciative and thankful for all the help with the former Parents’ Evenings.

1. **50:50 Update**

Sarah Mitchard gave an update on the 50:50. There have been a few more parents that have signed up and the 1st prize is now over £100. This generates an income of over £400 each month. 50:50 have just transferred £1500 to the PTA account leaving a current balance of £600. Clare Jones, Heather Kale and Sarah Mitchard all continue to be signatories on the account and for the Lottery Licence.

Sarah said that the transfers of monies can now be made online which makes the accounting side of things easier but was concerned about accountability. Annie and Kate were happy with Sarah continuing to use the online accounting as it made things so much easier and to maintain screen shot/paper copies for accounting purposes.

The PTA drew the winning numbers for January and February.

Jan – 1st Prize – Emma Ford, 2nd Prize – Tim Johnson, 3rd Prize – Mark Toolley.

Feb – 1st Prize – Charles Draper, 2nd Prize – Alexander Bond, 3rd Prize – Sarah Mitchard.

Sarah is to write a piece for the newsletter announcing the winners and to encourage parents to join. **SM**

Thanks were given to Sarah for all her work with the 50:50.

1. **Give as You Live**

Beechen Cliff PTA is now registered with ‘Give as You Live’. Give as You Live allows parents to raise funds for the PTA when they shop on line at no extra cost to parents. Parents can join using the link: https://www.giveasyoulive.com/join/beechen-cliff-schoolparent-teacher-association. Annie said that so far there are 7 supporters. Annie has agreed to send out a Parentmail to encourage new takers. **AM**

1. **Forthcoming Events**

**Riverford** – Year 9 and Year 13 are having their Riverford Events on March 15 and March 22 respectively. Other year groups will follow in April and May.

**PTA Quiz Night** – This has now been postponed until sometime in June as the quiz to raise funds for the Sixth Form charity project work ‘People Against Poverty in Romania’ is now being held in April. Annie will check with Jo in Finance and Dan Keal as Head Chef to see if either 22 or 29 June are available. Annie will also advise Dan and Jo that the Quiz Night date should be cancelled once a new date has been secured. **AM**

**Ceilidh** – This was going to be held on 8 June but this too has been postponed until November as there is a Bath wide event Pub in the Park on the same evening. Annie will advise Jo and Dan about the cancellation and to find an alternative date in November. **AM**

**Car Boot Sale –** This will be discussed at the next meeting. Kant added that the school is happy for this event to go ahead and it was also suggested that this could be a joint venture with Hayesfield.

**Firework Evening** – It was agreed that this would be discussed at the next meeting.

**Auction of Promises** – Tracey Kehoe has agreed to raise a sub-committee to run this in 2019. It was agreed that this would be discussed at the next meeting.

1. **Any other business**

**Funding Requests** – The Sports Department have asked for donations towards costs of sports fixtures. It was agreed that Hilary would check with finance what was given and how often to the sports department in the last couple of years. **HR**

Kate will prepare a letter to Pat Macdonald in response to his request. **KA**

**Hayesfield** – Annie and Kate have met with the PTA Chair at Hayesfield. There is to be a reciprocal disco at Beechen in the summer and hoping for more joint ventures in the future.

**Bag2school/Clothes for a Cause** – Emily gave her apologies for not being able to be at the meeting but it has been agreed by the school that it will make a storage place available to collect the bags of recycled clothes. Emily is going to organise with the school a suitable date for a site visit. **EH/HR**

**Twitter** – Emily Hughes has now set up a Beechen Cliff Twitter Account. The link is: https:/twitter.com/BeechenPTA. Kate Abbey has agreed to write some copy advertising the Twitter Account for the next newsletter. **KA**

**Schuh Trust** – Paul Watts will approach the Schuh Trust to try and request some financial assistance towards the funding for the school’s new loo block.

**Second Hand Uniform** – It was agreed that a small team was needed to help sort the current second hand uniform. Kate Abbey is going to write some copy to put in the Easter newsletter asking for uniform donations and helpers. **KA**

**PTA Website** - Kate Abbey has now updated the PTA website. She has asked us to give her any feedback as to its content.

**PTA Newsletter** – It was agreed that Hilary would check with the school about having their own page as part of the main school newsletter rather than adding their own attachment. **HR**

1. **Date and Time of Next Meeting** – It was agreed that the date of the next meeting would be 16 April 2018.

The meeting closed at 8.40pm.