

**Beechen Cliff School**

**PTA**

Minutes of the Meeting held on

30th April 2018

Present: Caroline Roofe Tracey Kehoe Lisa Govier

Katina Beckett Debbie Anderson Jacqueline Lewis

Anne Tribe Emily Hughes Jo Masani

Kate Abbey Annie Meharg Hilary Rogers

1. **Welcome by Chairs**

Annie Meharg opened the meeting.

1. **Apologies**

Apologies were received from Emma Ford (Treasurer), Clare Cutting, Jane Griffiths, Philippa Spruit, Sarah Mitchard, Vicki Mowatt, Kant Mann

1. **Minutes of PTA Annual General Meeting held on 5 March 2018**

The minutes were approved by the PTA.

1. **Chairs’ Report**

Annie Meharg delivered the Chairs’ Report. There has been a very positive take up with the Riverford Cookery Events and around £500 has been donated by Riverford from all the events. The original PTA quiz date was superseded by the school quiz but a new date has been organised for 22nd June and circulated in the last newsletter. Pat Macdonald, Beechen Cliff’s Director of Sport, has asked the PTA for a donation of £3000 for help towards match fixtures, transport etc as has been done in previous years. It has been agreed that the PTA will offer this support in three instalments over the next year; April, September and January. There have been no other requests from the school.

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 £3000.

1. **School Report**

In Kant Mann’s absence Hilary Rogers gave an update. The school is considering a change in the ‘headmaster@beechen’ address and the PTA will be updated at the next PTA meeting. The PTA suggested the e mail: ‘info@headmaster….’ **KSM**

The PTA thanked the school for updating the School website regarding the extra-curricular activities. The PTA were told that Paul Watts receives the updated list from the school office every 3 months and then updates the website. The PTA asked if this list could also be added as an attachment to the newsletter as an additional item for parents who may not access the website. Hilary Rogers said she would pass this on to the school. **HR/MC**

The PTA also asked if the list of extra-curricular activities be made available for the New Parents’ Evening in June. Hilary Rogers to action with the school office. **HR/MC**

Kate Abbey suggested a ‘Top Tips’ could be designed/written for all new parents that could be handed out on the New Parents’ Evening from the PTA table. Kate to action this for June. **KA**

Beechen has agreed to host a joint disco with Hayesfield. Kate and Annie will come back to the school with dates in June. **KA/AM**

Tracey Kehoe has a contact for a good DJ and she will let Hilary know this information. **TK**

The PTA raised the question about how much the school would want the PTA to be involved. The last disco at Hayesfield was run by the staff. Hilary said she would ask Kant Mann to let the Committee know how much involvement was required re helping, running tuck shop etc. Would the helpers require a DBS? **HR/KSM**

The Committee were advised that the Great Walk is happening this year for Years 7-9 on 15th June.

**50:50 Update**

An update was given on the 50:50 and the 1st prize is now over £100. This generates an income of over £400 each month.

The PTA drew the winning numbers for March and April.

March – 1st Prize – P Rowley, 2nd Prize – S Cope, 3rd Prize – J Emery.

April – 1st Prize – E Olphert, 2nd Prize – J Reid, 3rd Prize – H Kale

**Give as You Live**

Annie Meharg gave an update on Give as You Live. There are 12 supporters so far and £9.00 has been raised for the school. Annie is going to design some posters about this to hand out at the Quiz Night/New Parents’ Evening. Debbie commented on how easy it was to register and use the site. **AM**

Annie also asked if we could add this as a Newsletter item using a hyperlink. Hilary to check with the school.**HR**

Hilary is going to ask Paul Watts to add the Give as You Live hyperlink on the PTA website. **HR**

1. **Forthcoming Events**

**Riverford** – There are two final Riverford Evenings. Year 11 on 3rd May and Year 12 on 24th May. Approximately £1000 has been raised from the Riverford Cookery Sessions and from parents commencing Riverford box deliveries. Riverford have also said that looking forward they will be donating £25 per new delivery after 3 deliveries have been received.

Vicki advised the committee that she is happy for the Riverford Evenings to be continued in the next academic year. The Committee discussed and felt that it would be good to have Riverford Events but in a different guise; perhaps a pre-Christmas Event and something on a termly basis but across the Year groups. It was also added that because the Year 7 clashed with other events on the same night that she may want to hold a second Year 7 evening this academic year. Annie Meharg to ask Vicki. **AM**

**Auction of Promises** – Tracey Kehoe spoke about the various areas that had to be organised for an Auction of Promises Evening to be a success; food, decoration of venue, formal dining, Celebrity Compere, gathering of prizes, etc. Tracey suggested because of this the event would be held in October 2019 and she will raise a sub-committee to help prepare for the evening. **TK**

Lisa Govier is going to draft a formal letter on Beechen headed paper in order to begin to request prizes for the evening. **LG**

**PTA Quiz Night** – The PTA Quiz is now going to be held on 22nd June. The Quiz Master is Richard Bullard, previous Head of Combe Down Primary School. A reminder notice has been put in the school newsletter and Annie Meharg and Kate Abbey will continue to advertise the event.**AM/KA**

It was agreed that we should look into the previous price of PTA quizzes and stay with this figure.

Annie asked for helpers for the evening (Jac, Katina, Anne, Tracey, Debbie and Kate) and also help with gathering prizes. The PTA will help to organise this.

Annie will speak with Jo Davis in the School Finance office to get this put on to Parentpay. **AM**

Annie will organise the purchase of the wine and glasses for the event. **AM**

**Ceilidh** – It was agreed to postpone this until November 2018 and possibly organise this as a joint event with Hayesfield. Kate and Annie to contact Hayesfield about this. The event would be at Beechen. **KA/AM**

**Car Boot Sale –** It was agreed that this could possibly be held at the end of September 2018 on the Lower Field at Beechen. A provisional date of Sunday 23rd September was agreed and Kate and Annie will speak with Hayesfield about this. **KA/AM**

Ideas about trying to raise additional monies from the Boot sale were selling food and drinks, a football shoot out/rugby event, sweet table, small games for the children on the day.

Hilary Rogers to ask what the capacity would be for car boot vendors on the day. **HR**

**Firework Evening** – The PTA are thinking of providing refreshments; pasties/hot chocolate on the Firework evening to members of the public attending the firework display in Alexander Park. Lisa Govier is going to see if the PTA require a special licence and/or Food Hygiene Certificate in order to do this. She will contact the BANES Council for advice. **LG**

1. **Any other business**

**Funding Requests** – See Chairs’ Report above.

**Bag2school/Clothes for a Cause** – Hilary is going to ask the school if there is a suitable storage area in the school to hold any clothes donations for one week**. HR**

Emily Hughes explained that the Clothes for a Cause organisation donate the bags and the boys/parents bring in their clothes donations. So as long as a suitable area is available Emily will then go ahead and organise.

**Twitter** – Emily is very kindly continuing to run the Twitter account for the school. This is being advertised through the PTA website as well. The link is: [https://twitter.com/BeechenPTA](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftwitter.com%2FBeechenPTA&data=02%7C01%7C%7Cd91185a34ad849cd2cd308d582a04ff0%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C636558547396643316&sdata=9MvHeRPszaOTxYvlR8A9tdCMBj7Afhzw1l%2BJlKA%2FoJ0%3D&reserved=0)

**Second Hand Uniform** – It was agreed that Hilary Rogers would put a notice in the school newsletter asking for donations for second hand uniform to be handed in to the school reception. **HR**

**GDPR – General Data Protection Regulations**

The PTA raised the issue of the impact of GDPR and the PTA. Hilary Rogers is going to check with the school and ask for their advice on what if any impact GDPR has on the PTA.**HR**

**Date and Time of Next Meeting** – It was agreed that the date of the next meeting would be Monday 11th June 2018 at 7pm.

The meeting closed at 8.50pm.

**Addendum:**

It was raised during the meeting about providing new Year 7 Parents with enough information regarding clubs, etc with enough time before the beginning of term. Hilary Rogers has spoken with the Admissions Administrator and there is a meeting on 25th June where the boys find out their tutors and parents are given information about clubs, Scholars come to the school to give information about how to order the uniform, the PTA provide a presence etc. The only other meetings for new parents are the ‘How to Succeed at Beechen’ held in November and the Year 7 Parents’ Evening in the New Year.

Regarding GDPR Beechen Cliff advised that the PTA Committee contact the PTA Association for any formal/new legislation.