



Beechen Cliff School

PTA

Minutes of the Meeting held on

11th June 2018

Present:	Kate Abbey	Katina Beckett	Isabell Browell
	Clare Cutting	Kant Mann	Vicki Mowat
	Stacy Gardham	Emily Hughes	Jo Masani
	Tracey Kehoe	Lucy Miller	Annie Meharg
	Sarah Mitchard	Hilary Rogers	

1. Welcome by Chairs

Kate Abbey opened the meeting.

2. Apologies

Apologies were received from Emma Ford (Treasurer), Jacqueline Lewis, Anne Verdonck, Lisa Govier and Caroline Roofe.

3. Minutes of PTA Annual General Meeting held on 30 April 2018

The minutes of the above Meeting were approved. They are available on the Beechen Cliff School website.

4. Chairs' Report

Kate Abbey gave the Chairs' Report. She reported that the Chairs have been working on the up and coming Year 7 Joint Summer Disco with Hayesfield School on Thursday 14th June and the Quiz Night on Friday 22 June. Kate advised the PTA of other forthcoming events to include the Auction of Promises, Car Boot Sale and Ceilidh. There have been no other requests for funds from the school.

5. Treasurer's Report

In Emma Ford's absence Kate Abbey gave an update on the PTA finances. The Reserve Account stands at £630. The main current account stands at £3000. More funds are expected following the disco and the Quiz Night. Mr Macdonald has requested £3,000 for the Sports' Department in three instalments. Annie Meharg is to check whether the first instalment has been forwarded. **AM**

6. School Report

Kant Mann updated the PTA on the recent Ofsted Inspection. The draft report is expected. The PTA members present wanted to express their complete confidence in the Head and Senior Management Team and understood that despite areas where the Report may raise issues, the overwhelming feeling of those present at the meeting was that the School was successful and that any issues raised would be dealt with effectively. One parent at the meeting commented that they would not have allowed their son to attend the School if they had felt differently. Kant reported that results from the school survey of parents had also been very positive.

The Committee were advised that the Great Walk is happening this year for Years 7-9 on 15th June. The boys were walking to raise money for various causes. In the past the PTA along with the Head, have discussed how to spend the monies raised. KSM to check if this is happening this year. **KSM**

Kant reported to the Committee about the forthcoming Celebration of Achievement Evening on 5 July. He explained that each Head of House nominated boys in Years 7-9 for their academic and House achievements. One boy per house for the academic/attitude to learning award and two boys per House for their House attainments – one of whom would receive an Oscar Award and another would receive a Commendation. Kant asked for help on the evening serving drinks etc from 6.00-7.00pm. Tracey Kehoe and Annie Meharg volunteered. **TK and AM**

The joint Summer School Disco on Thursday 14th is being hosted at Beechen. Kant asked for volunteer help. Tracey Kehoe volunteered to help on the evening and also to buy the drinks/snacks for the disco to sell on the evening. **TK**

Annie Meharg or a Year 7 rep if available is to host any parents at The Bear Pub during the disco. Now Jaqc Lewis **AM**

7. 50:50 Update

Sarah Mitchard gave an update on the 50:50 and the 1st prize is now over £100. The 50:50 generates an income of over £400 each month, of which over £200 goes to the School giving an annual income over of £2000. There is currently £1461.95 of funds in the 50:50 bank account.

The PTA drew the winning numbers for May.

May – 1st Prize – Isabella Spotswood, 2nd Prize – Marion Donaldson, 3rd Prize – Sue Ford.

The PTA discussed the effect of the new EU GDPR Regulations for the PTA. It was agreed that Sarah would write down where all the information she currently holds for the members of the 50:50 is, eg, paper contracts and e mail contracts. All information via e-mail is kept on a data stick and this together with all paper information is to be held securely at her house. Sarah is aware that if data is lost this would mean a breach of information and to report this to the relevant authorities. **SM**

Sarah has agreed to prepare a new 50:50 form to hand to new parents for the New Parent Information Evening on 25 June. The form will become part of the pack for the new parents. Hilary Rogers to check with Tim Markall. **HR**

HR spoke with Tim Markall and there is no official pack, he suggested printing them and promoting the 50:50 Club on the same evening but at the PTA table.

Sarah Mitchard will also introduce the 50:50 in the first newsletter in the new term. **SM**

Sarah Mitchard will also invite parents to be part of the 50:50 at the Quiz Night. **SM**

Kant to ask the Headmaster if the PTA can introduce the 50:50 as part of the Parents' Information Evening. **KM**

Sarah is also going to look into setting up a new email address for the 50:50 rather than her personal address. **SM**

Sarah advised the Committee that she has prepared the Lottery Return for BANES.

Annie and Kate thanked Sarah for all her work with the 50:50.

8. Give as You Live

Annie Meharg gave an update on Give as You Live. There are 15 supporters so far and £22.00 has been raised for the school. Annie is going to design some flyers to hand out at the Quiz Night/New Parents' Evening. **AM**

Hilary Rogers is to check with Tim Markall whether these flyers can be added to the pack at the Parent Information Evening on 25 June. **HR**

HR has checked and as there is no official pack. Tim Markall suggested printing them and promoting the 'Give as You Live' Scheme on the same evening but at the PTA table.

9. Forthcoming Events

Year 7 Disco - The disco is as mentioned above.

Quiz Night - So far 90 tickets have been sold and raffle prizes have been donated including a family weekend ticket to WOMAD festival worth over £350 and a 3 month family membership to The Lansdown Club valued at £300.

Kant Mann to check with Paul Watts about selling raffle tickets at the Quiz Night on Parentpay. **KSM**

Sarah Mitchard is to check with the Lottery Fund about the selling of raffle tickets for the PTA on Parentpay in the future. **SM**

Annie Meharg is to send a direct mail to all parents with mention of key prizes, cost of tickets, how to buy them on Parentpay etc. **AM**

Annie Meharg has agreed to purchasing drinks for the Quiz Night. **AM**

New Parents' Information Evening - The PTA is to have a table at the evening with information on how to join the PTA, 50:50 Club, Give as You Live as well as the selling of any second hand uniform available.

The PTA is also providing refreshment for the evening from 7.00pm – 8.30pm. Annie Meharg, Kate Abbey and Clare Cutting are to help. Annie to look into finding more help. **AM/CC/KA**

Ceilidh - A date was provisionally agreed for 16th November. Clare Cutting is to confirm the date with her contacts who are running the evening. There will be further discussion at the next PTA meeting. **CC**

Car Boot Sale - This has been put back until the Spring of 2019.

Fireworks Night - Lisa Govier has checked with the local Council and we are able to provide food for the evening as a one-off event without the Health and Safety restrictions. To be discussed at the next PTA meeting.

Auction of Promises - Lisa Govier and Tracey Kehoe shall formulate a letter for the new September term with information on the date, causes, etc. **LG/TK**

A provisional date of March 2019 has been set – 8th/15th. Kant has pencilled these on the School calender. Tracey and Lisa to confirm date. **LG/TK**

Phil O'Hare's name was given as a possibility of someone who might want to take the Auction. Kant to investigate whether he is available. **KSM**

The Auction will be discussed again at the September PTA Meeting.

Riverford - Vicki advised the committee that she is happy for the Riverford Evenings to be continued in the next academic year – year group by year group. There will also be an additional event in the guise of a Demonstration for all parents across the years to be held in January 2019. This will be discussed more fully at the next meeting.

PTA Quiz Night 2019 - It was agreed that next year's Quiz Night should be held in May 2019. This will be added to the school calendar once the date has been agreed. To be discussed at the next PTA Committee Meeting.

Second Hand Uniform - Hilary Rogers to put in another request for more second hand uniform in order to sell this at the Parents Information Evening. **HR**

Clothes for a Cause - Emily Hughes to write a Parentmail for the parents of boys in year 10 asking for uniform donations. Once these have been handed in she will take all of the older style uniform to a centre in Bristol where they weigh clothes for cash. **EH**

Twitter - Emily Hughes reported that the PTA Twitter account now has 26 followers. There are 11 other Beechen Cliff Twitter accounts. Paul Watts has given Emily the school's protocol on how to run all of the Twitter accounts.

Emily is going to make all the necessary changes and then re-launch the account in the newsletter at the beginning of next term. **EH**

GDPR – General Data Protection Regulations - As discussed above.

St John's Foundation - It was agreed that Kant would think of ideas to bid for funds from St John's Foundation. These might include Pastoral help offered at the School via Off the Record, a Charity that provides support for young people for their emotional health and well-being. Kant is to forward ideas to Kate and Annie who will then apply for funds. **KSM/AM/KA**

Appointment of New PTA Secretary - Clare Cutting was appointed as the new Secretary for the PTA. This was forwarded by Annie Meharg and second by Kate Abbey. Hilary was thanked for all her hard work and the much appreciated support she had given to Kate and Annie.

Date and Time of Next Meeting

It was agreed the date of the next meeting would be on 10th September at 7pm.

The meeting closed at 9.00pm.