Minutes of the Annual General Meeting of the Friends of Brookdale PTA

Held on 10th October 2022

1. Attendees:

Miss Ball (KB), Hannah Barber (HB), Ella Cullum (EC), Mrs Doig (RD), Gemma Dowd (GD), Steph Ollman (SO).

Minutes taken by SO.

1. Apologies:  
   None received.
2. Minutes of the previous meeting were agreed.
3. All current members of the committee were re-elected.

KB remains president.

EC chair, nominated by KB and seconded by SO.

GD treasurer, nominated by EC and seconded by HB.

HB secretary, nominated by EC and seconded by GB.

SO vice-chair, nominated by EC and seconded by GB.

1. Report by Chair and Treasurer:

GD had prepared a helpful report as treasurer, which has been attached as an appendix to the minutes. The impact of the Covid pandemic on the earnings of previous years was acknowledged.

The events which earnt the most money of the previous year were the summer fair, shops for Christmas, Fathers’ Day and Mothers’ day presents and the summer raffle.

The tendency for people to prefer card payments to cash was discussed. The PTA now have a card reader but the transfer of funds is quite a slow process.

**Action point**: to look into the use of stampers / cards as a spending pass for events.

Planned events for the rest of 2022 include discos, chocolate bingo, the Christmas fair and Christmas present shop.

In 2023, the Mothers’ and Fathers’ day shops will be run, as well as an Easter fair, quiz and selling refreshments at sports day. There will be a return to discos each term also.

KB advised that she’s happy for the quiz to be held in school and alcohol would be permitted as this is an adult only occasion.

KB thanked all of the PTA and volunteers for the events which they have run. We discussed the difficulties in providing sufficient volunteers at times and in combining PTA roles with work and home life. It was agreed that the time of people in the PTA should be concentrated on fundraising events, and that school would manage events for families joining F2, though KB felt it would be helpful for some PTA volunteers to attend the meeting for new parents, with a view to recruiting additional volunteers.

RD felt that preschool parents may be keen to join. It was agreed that the PTA would liaise with RD to include some information about the PTA in the tissues and tea bags given out in September.

1. President’s report:

KB advised that the PTA have already provided money for the main expenditure of the year, which is for the sensory room. Over future years, the focus will be on raising money to support IT upgrades such as providing Apple pencils and new iPads. This is estimated to cost ~ £6000.

The PTA will also continue to support the ongoing renewal of class libraries.

1. AOB:
2. Brookdale is a nut free school and therefore chocolates which contain nuts are not allowed into school for sale, even at the Christmas shop and similar when they are not eaten by the children.
3. We discussed the Summer fair which was very successful.

However, the feedback from outside sellers was that they would prefer to be nearer the school in the future. Unfortunately, last year, this was problematic as a large proportion of sellers cancelled last minute or didn’t attend, however next year, there may be space on the KS2 playground.

Concerns had been raised about selling alcohol on the school premises when children were present, however other parents had enjoyed this. It was agreed that alcohol would be permitted only at events which children cannot attend.

1. The Christmas fair:

**Action**: confirm if John Hughes is still able to attend.

Every year, there are complaints from parents as we are simply unable to provide enough slots for children visiting the grotto. This year, we will trial story time with Father Christmas instead. KB is happy for this to start within school time, although this may not be necessary.

1. Ongoing financial pressures for all families were acknowledged and the difficulties of this in view of non-uniform days in return for items which can be used to raise money. All were agreed that no child would ever be left out from a non-uniform day if parents were unable to provide a donation and that small toys / bottles of soft drinks are as welcome donations as more expensive items. The difficulties families are facing will be acknowledged in future letters.
2. Mrs Dodd and Miss Jameson will audit PTA accounts. GD will provide the necessary information. This means that PTA members will need to submit receipts when using PTA debit cards or if claiming money back.

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