

BROOKFIELDS PARENT TEACHER ASSOCIATION
Minutes of Meeting 6th June 2017

Present: Lorraine White (LW), Craig McKay (CM), Carolina Taplin (CT), Karen Owen (KO), Peter Murray Jones (PMJ), Pam Paxton (PP), Melanie Stadler (MS)

Apologies: Charlotte Wilshire, Fay Bjornstad, Beth Chrystal, Kirsty Simmonds

		ACTION
1.	Report from Chairperson	
2.	Report from Treasurer <ul style="list-style-type: none"> • 1 October 2016 – 30 September 2017 • Christmas Bazaar raised £2000 – circa £1000 spent on class • Overall received in £900 from events • Paid out circa £2700 – Forest School Early Years £700; KS2 residential £356; KS3 residential £474; KS4 and 6th Form residential £700; Limo for school prom £350; PTA Insurance £101 • Remaining PTA budget circa £5000 • Summer BBQ makes approx. £700 	CM
3.	Review of minutes from last meeting <ul style="list-style-type: none"> • Minutes agreed no changes 	
4.	Funding Requests <ul style="list-style-type: none"> • Funding request form – CM to email CT a copy of the form. CT to review and send out draft to PTA for approval. Approved form to be sent out to staff as a reminder by e-mail and hard copies in the staff room. • New mixing desk – LW to speak to Karen regarding this new equipment, to be reviewed. • Early Years – CT to ask for an official request fill in form, once updated. • ASC/Holiday Club – CM to speak to Gill Cleaver regarding how best to collaborate. 	CM LW CT CM
5.	Events Summer BBQ Saturday 8th July 12.00-15.00 <ul style="list-style-type: none"> • CT to obtain electronic copy of the letter from Sophie and tweak <ul style="list-style-type: none"> ○ £10 for family of four ○ £3.00 for single ○ Tilehurst Village Butchers locally sourced • Donations box • Starbucks & Supermarkets – CT to update • Games room – craft stalls – LW to obtain craft items • Magician – LW to book • Kimberly Face Paint – LW/CM to confirm • Books stall • Second hand uniform • Bottle Tombola • Cake and Coffee Stall – CT to confirm donations • Enterprise – LW to check and confirm • Gill to help with cheese slices • Tote bags • Toy stall • Guess number of sweets in jar 	CT CT LW LW LW/CM CT LW GC

		ACTION
	<ul style="list-style-type: none"> • Guess the name of the toy (if available) – LW to speak to Steph re The Entertainer donation • Gill to help with Tesco volunteers – CM to follow up • Reed Employment – CM to follow up • Manning the BBQ – CM volunteering • Music – LW to speak to Mark and Richard • Send out invites to September parents – All agreed that this is a good idea LW to speak and confirm with Brandon • CT to draft invite send to PTA for review <p>September-December TBC</p> <ul style="list-style-type: none"> • Inter key stage competition – Beth sent her apologies for not attending but offered to run this event. To be discussed at next meeting • Quiz/Bingo evening to be reviewed following responses to survey • Christmas Shopping Evening – Friday 3 November 2017 CT to confirm date with Sophie. Melanie to try and obtain list of vendors from Westwood Farm Community Pre-School. CT to draft flyers and posters for PTA review to promote evening. • Christmas cards – CT to bring example next meeting September packs out, orders to be submitted in October to take advantage of discount • Christmas presents for parents – All decided that logistically this is not viable 	<p>LW</p> <p>CM CM CM LW LW</p> <p>CT</p> <p>BC</p> <p>CT MS CT</p> <p>CT</p>
6.	<p>Donations</p> <ul style="list-style-type: none"> • Fay sent her apologies for not attending but advised that to date no donations have been received. • A request for donations will be included in the Summer BBQ letter 	<p>CT</p>
7.	<p>Parent Survey</p> <ul style="list-style-type: none"> • Draft was agreed. CT to email to Sophie asap and have distributed 	<p>CT</p>
8.	<p>Facebook update</p> <ul style="list-style-type: none"> • CT had a meeting with Brandon and he was positive about having a PTA closed group. He is currently looking at setting up a Brookfield's FB page and is happy for the group to sit under this. CT will follow up regarding progress. 	<p>CT</p>
9.	<p>Web page</p> <ul style="list-style-type: none"> • All agreed PTA section needs work. LW suggested we include names and photos (?) of members of the PTA. • CM had requested that the accounts be posted but this has not been done. • Query where the PTA page sits (Community) a little confusing and hard to find. • CT and CM to follow up with changes 	<p>CT / CM</p>
10.	<p>Local Fundraising</p> <ul style="list-style-type: none"> • CO-OP initiative – CT to arrange to discuss with Charlotte and co-ordinate efforts. • Local Puzzle – CT to try and arrange a visit from company to explain initiative 	<p>CT</p>
11.	<p>Date of Next Meeting</p> <p style="text-align: center;">Weds 28th June 19.00</p>	