

## B-A-WB PTFA Agendas and Meeting minutes

12 October 2020

General Meeting

Online: <http://meet.google.com/wdd-iyof-mcv>

1. Welcome - please keep microphones muted unless speaking to reduce background noise.
2. Formation of this PTFA - constitution has been signed and bank accounts are being updated with new name and signatories.
3. Accounts update - thank you to Cheryl Burton for auditing the accounts.
4. Treasurer position - Deb standing down 23 Oct.
5. Communication
6. Fundraising opportunities
  - a. Online quiz
  - b. Tea towels
  - c. Christmas presents
  - d. Raffle
  - e. Easyfundraising
7. Planned events
  - a. Halloween day at school 23 Oct. Goody bags.
8. Any other business
9. Set next date
10. Record attendees and apologies.

## 12 February 2020: AGM Agenda

Attending: Beth Daley, Fran Cartwright, Melanie Cooper, Petrina Booth, Dianne Hitchins, Inese Grozne, Karen Raven, Poppy Calvert, Gwen Scarr, Steve Bowen, Liz Tooley, Deb Wood, Helen Dinsdale, Chloe Hodgson, Nicola McCreadie, Robert Stokes

Apologies: Matthew Scrafton, Emma Guy, Donna Peacock, Andrea Clarkson, Charlotte Reilly, Kate Hodgson, Helen Dalton, Emily Pickard-Guy, Katherine Wood, Kate Bell, Gemma Anderson, Gemma Gurden, Heather Hodgson, Paula Scott

1. Record attendees and apologies.
2. Adopt new committee who are elected for one year from today. Nominations must be proposed and seconded. Done
  - a. Steve Bowen, Chair
  - b. Karen Raven, Vice Chair
  - c. Deb Wood, Treasurer
  - d. Beth Daley, Secretary
  - e. Liz Tooley, Vice Secretary
  - f. Helen Dinsdale - Vice Treasurer
3. Adopt new constitution. Adopted with a unanimous vote.
4. Welcome from new Chair. Steve Bowen thanked the previous committee for providing a solid foundation for the new PTFA to build on. We look forward to a good calendar of events. All and any help is appreciated. You don't have to come to all meetings or help at every event but every bit is valued.
5. Financial report - brief update from Deb Wood. Since September the new joint PTFA raised money via the Halloween disco, Christmas fair, Hoppers sale, refreshments at the Christmas play, and bunting. Total 2328.77. £600 still to come in from the summer hamper. The new joint PTFA paid for contributions to the leavers trip, panto, food for Hoppers sale and for Halloween disco, as well as a temporary events licence, cost of bunting, gift for Cheryl Burton as auditor, and Parentkind subscription. £2884 is ringfenced to be spent on Askrigg/Bainbridge as the closing balance of the old A/B PTFA, some is going to the Haven. There is still approximately £1250 to come in to the joint BAWB fund from 2019 activity.
6. Appoint an independent examiner. Cheryl Burton has agreed to act as auditor.
7. Any other business. None
8. Meeting ended 20:15

## 12 February 2020: Regular agenda

1. Record attendees and apologies. As above.
2. Calendar of events and meetings - Steve shared a calendar for discussion.
3. Event planning
  - a. World Book Day (Steve Bowen). 5:30-6.30pm. Bainbridge, kids take teddy, pyjamas, and will be served hot chocolate and cookie. Steve has spoken to Mrs Harrison already and she is happy for this to go ahead on Thursday 5 March. A story that is suitable for all will be read. The event is for all BAWB children - Nursery to Year 6. Need volunteers on the night. £1 per ticket. Need events poster and tickets - Steve will do. We could ask for story suggestions from the children. Parents can drop off kids, they don't have to stay.
  - b. Curry night at Wheatsheaf - liaise with Wheatsheaf for a possible date in early 2021 when it's their quieter period. It is too late to organise for Jan/Feb now.

- c. Easter egg competition. Kate Hodgson, Helen Dalton and Kate Bell are willing to take over from Charlotte Reilly. Note that school breaks up on Friday 3rd April. PTFA donate Easter Eggs - one each, plus bigger ones for winners. Helen Dinsdale will ask re allergies. Who will judge? Someone neutral. Rev Dave?
  - d. West Burton May Fair - 25th May Fair. Village event. Clashes with Askrigg Sports. Beth to ask Gail Dent for a stall (BD - This is now confirmed). Will be asked to help set up and take down.
  - e. Raffle - summer. Require lottery licence. We still need to complete bank set up and charity number. Deb will get tickets, liaising with Donna Peacock. Idea to donate lottery tickets.
  - f. Summer fair - discussion about whether to do something separate to the leavers' fair or to work alongside it. Could we do strawberries and scones alongside? Conclusion - we will leave this for this year and not get involved.
  - g. KS2 summer play - teas etc. Could do raffle hamper here too.
  - h. Halloween Party - location of The Falls Coffee Shop is confirmed. Date tbc.
  - i. Christmas Fair - need to book Askrigg hall. 21 November. Karen Raven to book it for 21 November and the evening before for set up. Petrina organising stalls. (BD - This has now been booked. The evening before for set up should be ok but we won't be able to get into the back room as there's a whist drive on).
  - j. Christmas play - teas/mince pies. Could do another raffle here.
  - k. Other ideas - do our own car boot sale, bacon sandwiches, cakes etc. E.g. West Witton playing field. Advertising well is the key. Could run a car wash too.
  - l. Other ideas - treasure hunt in cars
4. Ongoing activity
- a. Easy fundraising - Deb will liaise with Katherine or outgoing committee to see who looks after this. When charity commission set up we can promote that.
  - b. Sponsored bunting - anybody want to take this on? We need to ask Julia how this works.
5. Use of Facebook.
- a. Steve has set up a new PTFA Facebook closed group. Posts to be approved by a moderator. Should be kept purely for PTFA things. Will post on old FB group to encourage people to move to the new one. This refreshes membership.
  - b. No longer doing polls on FB. Voting should only take place at meetings if possible to allow for discussion. Comment from members that this could mean that people don't get to have their say or that opportunities pass as the next meeting is too late. Conclusion - minor ones or spontaneous requests could be done via e.g. Google survey so it is anonymous and easy. GDPR issues? Beth to explore google account for the PTFA.
6. PTFA page on BAWB website
- a. To be updated with committee, meeting dates, constitution, easy fundraising and upcoming events (Karen)
7. Liaison with schools
- a. Meeting required with headteachers to discuss plans for the year, topics on the curriculum this year, usual funding requests, one-off funding projects. Steve to do.
8. Funding requests. Question - has school requested contribution for residential? Not yet.
9. Any other business
10. Set date and location for next meeting. Thursday 23rd April. The Falls Coffee Shop. Aysgarth. 8pm.

## 21 January 2020 - Minutes

Apologies: Kate Hodgson, Katherine Wood, Nicola McCreddie, Kate Bell, Fran Cartwright, Mel Cooper, Allison Calvert, Paula Scott, Inese Groszne, Helen Dinsdale

Attending: Beth Daley, Steve Bowen, Karen Raven, Deb Wood, Matthew Scrafton, Liz Tooley, Helen Dalton, Rob Stokes

1. Thank you to outgoing committee.
  - a. Huge thanks to outgoing committee for fantastic work and handover. We hope to build on their success.
2. Confirm names of new committee - to be made official at AGM..
  - a. Steve Bowen chair
  - b. Karen Raven vice chair
  - c. Deb Wood treasurer
  - d. Beth Daley secretary
  - e. Liz Tooley vice secretary
  - f. Helen Dinsdale - vice treasurer
3. Input on the new/updated constitution - to be adopted at AGM.
  - a. This constitution uses the following resources as a base - Askrigg PTFA old constitution plus Parentkind model constitution plus West Witton pre-school old constitution.
  - b. Action: Point 5.1.a Karen to find out how many families and how many teaching and non-teaching staff so that we know how many members we have and therefore how many constitutes a quorum.
  - c. Action: Beth Point 7.9 change to 8% or 8 members, whichever is the greater, for a quorum.
  - d. Suggestion change AGM 2021 to end summer or early September to coincide with financial year - this does not need adding to the constitution as it is already in line with it.
  - e. Action: Beth Correct numbering 11.1.1 should be 11.3
  - f. Action: Beth Send out with the school newsletter prior to the AGM so people can read it.
4. Funding - what kind of activities/resources should the PTFA fund?
  - a. Cross-federation benefit.
  - b. Enrichment opportunities, extra resources, to broaden pupils' outlook and experiences e.g. day trips, theatre, play equipment, sports kit, storyteller/speaker that school wouldn't normally fund.
  - c. Also, things that contribute to the enjoyment and mental wellbeing of the children, e.g. gardening tools.
  - d. Maintenance/building work is not appropriate for PTFA to fund.
  - e. It would be nice to allow the children to have some input into the decision process, perhaps through the school council.
  - f. Action: Beth to add this to section 3 of the constitution.
5. Events - a look at 2020 so far
  - a. Feb/March - can we organise something e.g. curry night at Wheatsheaf.  
Action: Helen Dalton to speak to the Wheatsheaf.

- b. New idea - World Book Day - Thursday 5 March. Children bring a blanket, teddy bear, pyjamas, a teacher reads a story and they have hot chocolate. Early evening. Entry possibly £2. Sell tickets.  
**Action: Steve to look into this.**
- c. West Burton May Fair - 25 May. Last year this was for West Burton school funds. From 2020, this will be a PTFA event. Note, it clashes with Askrigg Sports.
- d. Raffle - summer - draw this at the summer fair if it goes ahead - see below. Usually put a notice in newsletter for quality food products to make 3-4 hampers. Could ask local businesses for prizes. Or ask people to donate unused lottery scratchcards and create a bouquet of lottery scratchcards?
- e. Some sort of summer activity would be nice - bearing in mind not to confuse with the leavers' fair (water slide, bbq, treasure stall, kids' games in Askrigg). Could we run a summer fair or some kind of summer event day on a weekend, perhaps not in Askrigg so it doesn't confuse with leavers' fair? Could use Dales Events equipment, e.g. outdoor film or silent disco.  
**Action: Helen Dalton to ask Dales Events.**  
**Action: Steve - Put forward ideas for dates at the AGM.**
- f. KS2 summer play - teas etc? Add a raffle.
- g. Halloween Party - potentially try a different venue. Liz suggests Falls Coffee Shop.
- h. Christmas Fair - keep this at Askrigg - Saturday 21st November. Askrigg cost about £32 or £42. Petrina has already got people signed up for stalls. Excellent community engagement in Askrigg.
- i. Christmas play - teas/mince pies

Plus...

- 1. Carperby concerts - profits of one concert donated as the organiser borrows stage
  - 2. Easy fundraising - online shopping - could publicise more as it's really an easy fundraiser! Could we alert local business networking forums?
  - 3. Sponsored bunting - Charlotte Reilly has organised this. Topic for discussion at AGM - would anyone like to take this on?
  - 4. Easter egg decorating - Charlotte Reilly organises this. Prizes from Thorntons, one for each keystage and a parent one. Need someone neutral to judge. Would anyone like to take this on? Topic for discussion at AGM.
6. Meetings - how often should we have meetings? What days and times suit?
- a. Minimum required by constitution is one per term.
  - b. Suggestion - one per half term.
  - c. Look at calendar and come up with dates in relation to events
  - d. Rotate days of the week to allow more people to attend.
  - e. 7pm is too early. 7:30 might be better.
  - f. Promote that meetings should be 60-90 mins only.
7. AGM - set date for AGM, at which the new committee and constitution will be adopted.

- a. Wednesday 8pm 12th February at The Falls Coffee Shop. This will be very short. Followed by normal committee meeting. (Committee accepts advance apologies from Matthew Scrafton.)
  - b. **Action: Beth Encourage people to come with poster.**
8. Set date for next meeting
  - a. Wednesday 12 Feb following AGM
9. AOB - **Action: Steve to put a calendar together of events and meetings. And to share with school.**
10. There's a PTFA page on school website -  
**Action: Karen to update and add link to easy fundraising - after AGM.**
11. There's a PTFA noticeboard at Askrigg. Is there at the other schools too?
12. **Action: Committee members to organise to meet with Eleanor/Maxine to find out about plans for this year and remind school that funding requests need to be in in time for meetings.**
13. Fundraising requests will only be discussed and voted on at meetings, not on Facebook.
14. New Facebook page is required to ensure that members of the Facebook page are current members of the PTFA.  
**Action: Steve to look into. And mention at AGM.**

Meeting closed 8:05pm

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15. Events - a look at 2020 so far
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  - b. West Burton May Fair
  - c. Raffle - summer
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18. Set date for next meeting