

Brampton Primary School
Parent Teacher Association

Minutes of the meeting held on Tuesday 4th July 2023- 7pm

1. Welcome and introductions

- Attendees GKJ, VA, KT, IS, SC, EK, TK, OP, SC, MK, SP, AS, OD
- Introduction and welcome to the meeting. GKJ outlined role and purpose of PTA.
- GKJ asked parents to say which year group their children were and noted that it would be good to have a parent represented in each year group.

1. Apologies

MD, PS, MH

2. Minutes from previous meeting

- The minutes from the previous meeting were agreed.

3. Election of PTA secretary

- A secretary was nominated and voted for - Vajeeha Ahmad

4. Support for Sports Day

- GJK liased with PE lead regarding the serving of refreshments and providing shade in the form of gazebos/canopies. As applications and risk assessments have already been submitted to Newham council, these provisions cannot be put into place on this occasion.
- Two people kindly volunteered to provide support with the running of sporting activities.
- PTA members to use Sports Day as an opportunity to speak to parents about the role of the PTA and how they can be of value to it. Sign up sheets to be used collect names and contact details of those interested.

5. DBS applications

- Instructions for how to complete DBS application were shared by GKJ.
- School office to be informed about parents potentially enquiring about joining the PTA and applying for DBS.
- There was some uncertainty whether those with existing valid DBS would need to apply and which level of DBS is required.

6. Opening a bank account

- GKJ and MD met with the school business manager. The PTA bank account is in the application process and could take several weeks to complete.

7. Planning an autumn fayre

- A provisional date of Saturday 7th October 2023 has been set for the autumn fayre. GKJ is meeting with the chair of the PTA at Woodgrange Infants School who recently held a successful summer fayre.

AOB

- GJK has set up a PTA Whatsapp group. The purpose of the group is for ease of communication and the sharing of information with each other solely regarding PTA matters.
- As it has been agreed to alternate meeting times, the next meeting will be held during the daytime. Date and time TBC. Parents/carers to be informed that they are welcome to bring their children along to meetings. This may encourage better attendance.
- As refreshments cannot be sold during sports day, can ice poles be sold after school on these day?
- PTA school email address. Especially important when contacting businesses re fundraising opportunities.
- The celebration of Pride Month was discussed with MH and PK by a parent. PK found an age-appropriate assembly PK but would like to inform parents before sharing with the classes. The school will look into sharing this with parents in the new academic year.
- Retirement gift for WK was discussed. SC to source. PTA to speak to fellow parents on sports day and organise a collection. Gifts will be presented on the concert day.
- Two members volunteered to help out at year 6 BBQ.
- Pre-loved uniform sale. The school has an excess of spare uniform/lost property. PTA to organise a uniform sale before the summer break.
- VA suggested a 5p challenge as an initial whole school fundraising event in the new school year.

Actions

	Actions	Who is responsible?
1	PTA sign up sheet created for use at sports day.	VA
2	Colouring sheets/crayons made available for children attending meetings	KT
3	PTA school email address set up. Liaise with Kola.	KT
4.	DBS applications set up to be clarified.	GJK
5	PTA notice board to be regularly updated.	GJK and VA
6	Uniform sale letter to be sent to parents and uniforms in school to be sorted	GJK/willing PTA members
7	Status of bank account discussed with school business manager	GJK and M
8	SLT made aware of ice pole sale on sports days.	GJK
9	Collection for WK after school and sports day	GKJ

Date of the next meeting

Monday 11th September 2023 at 9am – to be held in the parents' room. PS will advertise this on the PTA noticeboard and MH will arrange for a text to be sent out to parents.

Items for the next agenda

- Charity status update
- Banking and finance update
- Feedback from summer term events
- Autumn Fayre organisation (Saturday 7th October 2023)
 - a. PS to share template for risk assessment
- Ideas for fundraising and possible grants and sponsors
- Promoting the PTA, PTA email and encouraging others to join
- Uniform swap shop
- Ideas for school support
 - a. Educational visits
 - b. Additional rewards (medals, books)
 - c. Uniform shop
 - d. Additional playground equipment
 - e. Special events (e.g. theatre productions, pantomime etc.)