

# Meeting Minutes

## Great Bowden Academy PTA



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### Meeting Details

Date: 10<sup>th</sup> September

Time: 16:30

Venue: Shoulder of Mutton, Great Bowden

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### Attendees

Emily B (EB), Rosie B (RB), Sarah F (SF), Caroline M (CM)

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### Agenda

- Planning events for the year ahead
- Actions need for BowdenFest
- Review of responsibilities and roles
- AGM planning

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### Bowden Fest

PTA Stall at BowdenFest – 24<sup>th</sup> September.

CM to bake contributions

Need to acquire float from Cathy – CM to organise meet

Table/chairs and gazebo provided by CM

Need volunteers to man the stand in 1-1.5 hr shifts. Emily to message class reps requesting volunteers

Raffle prizes available on the day (organised by RB)

- 2 weeks unlimited Optimum You from Bex and Harry
- Hamper from Cheese and Pickle – Sarah Welton
- Everyone Active hamper – Nikki Wells
- Cookbook bundles
- Weltons TBC
- Marina B TBC
- Bowden Lashes TBC
- The Retreat TBC
- Box of Booze TBC

RB to check raffle books available in cupboard

Also potential to sell keyrings currently in the cupboard

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### Review of responsibilities and roles

Emily can continue as chair up to the AGM

Need to actively find a replacement after this date

New committee members can be voted in at the AGM.

Will use word of mouth and existing channels – socials / newsletter etc. to

CM to determine if class reps are happy to continue or if we need to recruit

CM to get recruitment message to the reception class.

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Funding committee members – need to determine if happy to continue.  
 Need a replacement for Rob McCartney as potential conflict with Caroline McCartney as treasurer

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**AGM Planning**

Proposed for October

Thurs 5/6 or Thurs 12/13 – Thursdays preferable for Emily with work commitments. RB to check with school and book in a date.

Emily and Caroline to work up the agenda and presentation. Points to include in the agenda are:

- Voting in new members
- Ratifying constitution should be included in agenda
- Financial reporting - Cathy to be in attendance for treasurer report
- Upcoming plans and events
- Plans school one priorities for the coming year (Mrs B to be included in the presentation planning)

To be used as our deadline for getting in new committee members – can be voted in at AGM

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**Calendar of Events**

	<b>Event</b>	<b>Project Lead</b>	<b>Detail</b>	<b>Projected Income</b>
Sept	Uniform Sale	Managed by the office staff	Remains part of PTA financials	
Sept	Fete	Caroline	Raffle Cake Sale	
	Christmas Card Artwork	Rosie		
Oct 26th TBC	Spooky Disco	TBC		
November TBC	Bonfire Bingo			
December TBC	Christmas Grotto			
December TBC	Christmas Fair			
Feb - Friday	Quiz Night		Village hall	
14th Feb	Valentines Bake Sale	TBC		
Pre - Easter	Spring Disco			
wc 18th March TBC liaise with school	Easter Bonnets Fundraising opportunity TBC Cake Sale Easter Egg Tombola / Raffle			

	Spring Concert	Mr Rose		
May	GB Stars - Teas/Coffees	Mr Rose		
May	Sports Day - Teas/Coffees	TBC	Honesty system	
	Y6 performance - Drinks			
Future events				
	Fun Run			
	Easter Egg Hunt			
	Village Hunt Sheet			
	Tuck Shop - sweets / ices			

Agreed fun run to be every two years – discussed possibility of linking with GBE. CM to discuss with GBe. EB to confirm with Ridgeway’s FORA to confirm not to run again this year.

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**Grants**

SF gave update – 3 grants received plus school support from Cora homes  
Grant payments have been made directly to the school  
Consensus that this process is working well.  
Need to encourage parents to use My School Fund.

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**AOB**

Banking challenges with existing account – discussed if CM could review bank account and look to change providers for simpler transaction management – all in agreement.  
CM to investigate opening new bank account rather than transferring current bank account into her name as new Treasurer.

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**Agreed actions and next steps**

Strong drive for recruitment of volunteers (all)  
Determine date for AGM (RB to confirm dates with school)  
Review plan of events with the school to confirm dates (RB)

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