



## **BUSBRIDGE JUNIOR SCHOOL FRIENDS MEETING**

**Held at BJS on Tuesday 31<sup>st</sup> January 2017**

### **Present**

Jacqueline West, Carolyn Holmes, Fi Forshaw, Sue Newman, Vic Hicks, Clare Parsons, Sil Brangold, Johanna Gray, Jenny Lansdowne, Rebecca Hunt, Philippa Currie, Lorraine Collins, Jo Goodchild, Pippa Hanson, Kimmy Ramelli, Tamsin Bowden

### **Apologies**

Rachel Barker, Laura Summerfield, Marelise Carpenter, Jess Meddings, Kirsty Glaysher, Catherine Taylor, Rachel Hargreaves, Lucy Smith, Martha Dyer, Nicky Hemery, Alice Searle

### **Previous Friends Meeting**

Minutes from the last meeting on 9<sup>th</sup> November 2016 were approved.

### **DBS**

CH explained that all Committee members and those who help on a regular basis with the Friends (Class Reps), need to have an up- to- date DBS. In order to start the process you need to send an email to the school Secretary Liz and she will forward you the link. Regular volunteers were reminded to sign in at the school office (green folder) every time they come into school to keep their DBS up- to- date.

### **Child Protection and Safeguarding documents**

Liz Mitchell (School Secretary) has emailed Committee members the links to the Child Protection and Safeguarding document they are required to read. There was some discrepancy as to whether this applies to all committee members/Class Reps, but it can now be confirmed that these documents only apply to Committee Officers at present.

### **PTA Constitution.**

CP explained that we already have a PTA Constitution which was agreed and adopted in February 2005. Since then changes have been made to the model Constitution and it was agreed that our Committee should be looking to update the document. In order to do this, the updated PTA UK model Constitution needs to be made available to all

staff and parents via the school website, at least 21 days before the next AGM in September. The AGM will provide an opportunity to discuss, agree and adopt the Constitution whereby it will be recorded and signed by the Chair.

### **PTA Shed**

The new shed will be delivered on 7<sup>th</sup> February. A team of parents have agreed to dismantle the shed over the weekend and the necessary arrangements put in place to prepare and assemble the new one. It was agreed that the new shed would be painted in the theme of a beach style hut! CP, FF and VH agreed to help empty the shed on Friday 3<sup>rd</sup> Feb at 2.45pm.

### **Spring Discos**

Discos to take place on Thursday 9<sup>th</sup> February.

Lower school 5.30pm-6.45pm

Upper school 7.00pm-8.15pm

An email was sent out with details about the disco and an attachment flyer provided to print off and return with the money. It was decided however that due to a low level response it would be more effective to provide printed flyers to send home.

In order to ensure there is the correct ratio of parent helpers, we still need more parents to help out at both discos. FF to send an email out to class reps.

Years 3 & 4 helpers - arrive at school at 5.00pm and finish at 6.45pm

Years 5 & 6 helpers- arrive at school at 6.50pm and finish at 8.40pm, allowing time to help to clear up.

### **Easter Talents**

It was agreed that the Easter Talents would run again this year as it's always an enjoyable event and raises a considerable amount of money. CH is happy to discuss the event with the children in assembly and the school will provide the letters to take home, with the PTA providing the money for each child signed in for the Talents. This fundraiser is a voluntary event and takes place during the Easter holidays. Each child that wants to take part will be given £3. Coins from the disco payments can be used to provide the £3 for those taking part.

### **BJS Quiz Night**

It has been difficult to arrange the Quiz for this term as the proposed date clashed with the Infants School Quiz and it was therefore decided to postpone until the summer term. The new proposed dates are either Friday 28<sup>th</sup> April or Friday 5<sup>th</sup> May 2017. JW will check with the Quiz Mistress and confirm ASAP. For future reference, Mark Ward has expressed an interest in being Quiz Master for the school.

JW stated that in order to run the event smoothly, the Quiz would need someone to lead the event overall and also a bar team. Lucy Smith will put out a plea on the next newsletter. There are notes available for the organiser.

### **Pamper Evening Event**

Tamsin Bowden expressed an interest in organising a Pamper Evening as she has seen similar events successfully take place in other schools. The beauticians used were interested in increasing their clientele and doing sessions at either a reduced fee or for free.

The following points were discussed:

- To invite 5-7 local mobile beauticians prepared to give 50% of takings to school. They keep half the money per treatment and get to take tips from the night as well
- So far 3 beauticians have been booked and 1 make-up stall (Please forward any contacts to Tamsin Bowden)
- Set up a bar serving bubbly, other drinks and nibbles
- Provide sign-up sheets in reception a week before to book a slot then to send in payment in advance of the event.
- Possibly invite in Stella and Dot and a couple of Cosmetic type stalls to attend as well
- We would need 2 people to cover the bar and 2 people to sign people in and take them to their appointment at the correct time.
- A temporary bar licence would be needed for the sale of alcohol
- A proposed date for the event has been set for Thursday 23<sup>rd</sup> March from 7.00 – 9.30pm

### **Summer BBQ**

Date confirmed for Friday 23<sup>rd</sup> June 2017.

Currently looking for an Organiser to lead this event.

### **Year 6 Leavers**

Currently looking to confirm either 19<sup>th</sup> or 20<sup>th</sup> July for the Y6 Leavers Party.

CH/JW to speak with Chris Hearn (disco) about dates.

The children will be asked about ideas for the party and what they would like. It was confirmed that the event will take place at the school, with the use of Gazebo's providing chill-out areas.

Year 6 hoodies –CH to talk to Liz Mitchell about the school organising this again.

The school will fund Y6 autograph books

In-line with previous years the Friends will provide a budget of £300 to cover disco costs etc

Event to possibly be themed – Greece is one such theme for the year 6 team to consider

No further action to be taken until CH has spoken with the children and a date is agreed

### **Playground Project**

CH showed some playgrounds designs produced by one company. She stated that she had been given some estimated quotes from one company and is still waiting to hear back from another two. The Friends agreed that they are still committed to contributing funds towards the project, but would like to give parents a better indication of exactly how the money will be spent. It was suggested that maybe some of the designs could be shown to parents and the children in order for them to see the bigger picture and keep momentum flowing.

At present there is approx. £17,500 available for the project, but in order to do the whole thing, including re-surfacing the playground, it is estimated a figure closer to £50,000 will be required. JW explained that come June/July due to other events that are planned it is likely the Friends would have closer to £20,000 + to handover. It would however be possible to do the playground in stages and aim to get one part of the project done without the re-surfacing as it would have its own surface. The "boat" is one large section that could be done separately and there was general consensus that this should go ahead ASAP.

Lucy to put a note in the newsletter asking for any parents interested in being part of a Playground Project team. Notably fundraising through grants and sponsorships.

The Reps from 4W have agreed to organise a “Bounce for the Boat” event, similar to the one organised at the Infants school last year. Bouncy castles to be borrowed from the Church. LC to provide sponsorship forms.

Date to be confirmed.

### **Parents 80's Disco**

Johanna Gray expressed an interest in organising an 80's night themed disco at school for the parents. No date has been agreed but a Saturday night was thought best. The event was agreed and details will follow.

### **Sports Day**

It is likely that Sports Day will be held sometime during w/c 12<sup>th</sup> June 2017. The date is to be confirmed but as per previous years the Friends will be looking for a team to organise and sell refreshments.

### **Gazebos**

As we are always short of gazebos for some of the main events, it was agreed that we should purchase 4 new ones. JW to organise.

### **Next meetings**

Next Friends Meeting is Tuesday 25<sup>th</sup> April 2017 from 7.00pm and will take place in the Learning Lab.