

BRADLEY STOKE JOINT SCHOOLS ASSOCIATION

MINUTES FROM MEETING THURSDAY 8TH OCTOBER 2009

PRESENT - Representatives from:

Lynne Miller & Michelle Ives - Bowsland Green Primary School
Amanda Waring - Bradley Stoke Community School
Jane Bryant & Noami Snedker - Wheatfield Primary School
Ian Cotterell - Baileys Court Primary School
Alison - Matters Magazines

APOLOGIES:

Holy Trinity

MATTERS ARISING:

Formalities

Lynne advised that 5 schools were now represented and that St. Mary's and Meadowbrook had decided not to participate

Amanda asked why Stoke Lodge School had not been invited - there was a concern that widening the catchments would have meant needing to include further schools outside of Bradley Stoke and so it was agreed to keep the focus on Bradley Stoke schools only.

Any profit from the event would be split equally between the schools represented

Formal Roles - It was agreed that Lynne would act as Chairperson, Michelle as Treasurer and Jane Bryant as Secretary for the committee.

Operating Document - Lynne has taken the constitution from the NCPTA and amended it to reflect the requirements of this project. The document was circulated to all members present and agreed it was fit for purpose.

Bank Account - The bank account will be opened at HSBC in Aztec West as they have a nightsafe facility and it is the closest to the schools. Signatories were agreed and mandates signed by all relevant parties at the meeting

Michelle

It was suggested that each school could make a £50 contribution to open the bank account - at this stage Michelle advised that we could possibly go ahead and get the account opened without and revisit this at the next meeting

Funding Options - Lynne has undertaken some research and there is funding

available that can be applied for to support the event. It was suggested that it may help to obtain funding if the association applies for charity status. With the NCPTA constitution this should be an easy process and Lynne agreed to take this forward.

Lynne

Lynne advised that the NCPTA also has a very useful forum which can be used to research and share ideas between the association or wider. It also has a calendar facility to try and avoid event clashes.

Event Date

There was a suggestion to move the date as the 26th September was very close to the start of the new school year and therefore the new date was agreed as **Saturday 16th October**. It was confirmed that the BSCS is available on this date

All to note

It was agreed that the event would run from 10am - 4pm with workshops running from 11am to give enough time for people to register. It was also suggested that a Bradley Stoke Schools Show could be run for parents in the evening including a cross section of 'Arts'

Event Structure

Everyone agreed that it would be imperative to include the children from the schools as much as possible in the event - specifics are still to be agreed however some suggestions included:- a show, competitions (drawing, writing etc), running stalls

The structure of the day was discussed and agreed it would include:

Workshops

Craft fair

Live entertainment

Displays/Exhibitions

Competitions

Workshops - now is the appropriate time to start ringing around to get some interest and workshops booked for the event. Costs will also help establish the level of funding required. Companies should be requested to run 4 x 45 minute workshops throughout the event or to be advised how many they could run which should include set up time, number of people the workshop could include

Each school agreed to go away and research:

Music - Bowsland
Drama - Baileys Court
Dance - Wheatfield
Other Arts including suggestions: - BSCS
Tshirt Printing
Circus Skills
Ardman Animations
Recording Studio
Radio Broadcast
Photography

All to note

Craft Fairs Stalls - it was suggested Holy Trinity possibly research companies/exhibitors interested in hiring a table. It was agreed that the cost should be £15 along with a donation for the raffle. **If each school decided to take a craft table the table would be given free, with the schools retaining 100% of any money raised from their stall.**

Marketing and Sponsorship

Lynne suggested now was the time for a letter to be drafted and sent to ask for sponsorship/support for the event. This should include Bradley Stoke Town Council, Willow Brook Centre etc....

Proposed evening show

It was suggested a TENS notice be applied for so parents could order drinks for the interval. The suggested time for the evening show is 7pm - 9pm. Each member is to liaise with it's school to get the schools thinking about their contributions. It was acknowledged that most schools have either a school orchestra, choir or show that they perform each year, which would mean each school could rehearse their contribution individually, perhaps ending the show with a finale they could all take part in.

All to note

Date of next meeting

Thursday 3rd December at 7pm.