

BRADLEY STOKE JOINT SCHOOLS ASSOCIATION

MINUTES FROM MEETING THURSDAY 3RD DECEMBER 2009

PRESENT - Representatives from:

Lynne Miller & Michelle Ives - Bowsland Green Primary School

Jane Bryant - Wheatfield Primary School

Trevor Forrest - Bayleys Court Primary School

Alison - Matters Magazine

APOLOGIES:

Amanda Waring - Bradley Stoke Community School

Naomi Snedker - Wheatfield Primary School

Holy Trinity

Glenda Findlay - Meadowbrook Primary School

Formalities

Lynne advised that following discussions with Meadowbrook that they have now decided to participate in the event and the representative would be Glenda Findlay.

A copy of the NCPTA Model Constitution was provided to all attendees

To enable the bank account to be opened it was suggested that all representative schools provide £50 to confirm their commitment in the event.

ACTION - ALL TO NOTE and send a cheque made payable to Bradley Stoke Joint Schools Association to Michelle Ives, 75 Campion Drive, Bradley Stoke, BRISTOL. BS32 0EW by FRIDAY 18TH DECEMBER. If a cheque is not provided or contact made, it will be taken that the school is no longer interested in the arts event.

It was also suggested that it may be worth getting the heads of the schools involved together to discuss plans and confirm their commitment to the project. Jane advised that Ms Dursley (Head at Wheatfield) had been updated and advised that she would also discuss with other heads at their next meeting.

Update on Workshops

Naomi has been researching Dance Workshops and has received 6 interested responses.

ACTION - Naomi/Jane to provide details of the workshops interested to committee members

Lynne has been researching Music Workshops and has provisionally booked:

Bristol Concert Orchestra

Guitarist

Rock 'n' Roll Group

Outstanding workshops that need research:

Drama - Baileys Court Primary

Gifted - Drama Group which runs at Holy Trinity was suggested

Other Workshops - BSCS

Craft Stalls - Alison advised that Meadowbrook would be happy to take this forward??

It was agreed that all research would need to be completed and ready to firm bookings by end of January 2010

All committee members present took a tour of BSCS school to work out positioning of the workshops on the Ground Floor

Marketing/Advertising

Alison suggested that it would be useful to have some standard wording for all to use when approaching companies/groups regarding the event

ACTION - Alison to pull together. Jane to provide details of the email Naomi had sent for the Dance Workshops. Also Lynne suggested something akin to a booking form should be drafted to be sent out with the invitation letter, that could be filled in and returned to us with details of the group, workshop type, fees/expenses and requirements. Lynne to draft booking form.

Lynne/Michelle are going to arrange for some sample logo's to be designed

Funding

Lynne is continuing to investigate funding for this project and is hopeful that a grant from the Arts Council is a strong possibility. To apply we will have to raise 10% of the sum needed from other sources. All agreed to get costings for workshops ready for the next meeting so a budget can be produced.

Refreshments

Wheatfield are willing to take this on - Lynne suggested it is a big task and nearer the time the other schools should help out with this. Alison will speak to Starbucks - she has a contact there who may be persuaded to provide teas and coffees for free. We would charge the public and keep the revenue.

Insurance

Lynne previously looked into insurance for this event and was told that provided the participating PTA's are members of the NCPTA we would be covered. However, it is best to get this in writing. All participating schools agreed to provide Lynne with their membership numbers so she can make further enquiries with the NCPTA.

NEXT MEETING - 1st February @ 7pm BSCS please advise Jane if you can not make this meeting as soon as possible.