

## **The Barlow Parent, Adults and Staff Association**

Thursday 19<sup>th</sup> January 2023, 7pm at Barlow Club

### **Meeting minutes – 1**

#### **Attendees:**

Naomi Durham  
Lucy Moore  
Maria Dodds  
Charlotte Dobson  
Ann Beverley  
Beckie Atton  
Leanne Cooper

#### **Minutes:**

Naomi opened the meeting and thanked those in attendance for coming, followed by everyone giving a quick introduction. Naomi explained that the Association required a minimum of 3 trustees to enable bank accounts, constitutions etc to be set up.

#### **Roles**

The following roles were nominated and unanimously agreed by all those present:

Naomi – Chairperson  
Maria – Vice Chair  
Beckie – Treasurer  
Leanne – Secretary  
Ann, Charlotte & Lucy were nominated and unanimously agreed as additional trustees

Naomi explained that Julie Marwood had suggested sending us the Chapel Haddlesey PTA constitution paper as a template for us to use. It was also confirmed that Mrs Briggs was looking into whether trustees needed DBS checks completing through North Yorkshire Council and if we could get these organised through the school as volunteers. (ND to liaise with both regarding these matters)

#### **Profile / Marketing**

It was discussed how we could raise awareness and the profile of the association. It was agreed we needed a logo and that it would be good to get the children involved in the design of this and run it as a competition through school. Naomi would produce a template (which must include the initials BPASA) and email it to Mrs Briggs for her to print and hand out to students. There would be a 50p charge per entry to raise funds alongside this and the winner will receive a book kindly (donated by Lucy) with entries handed back into school no later than Friday 3<sup>rd</sup> February. The committee will chose the winning entry at their next committee meeting and this will be announced in school on the last day of term – Friday 10<sup>th</sup> February.

The next suggestion to raise the profile is to ask for a section in the schools newsletter – (ND will produce a write up to go into the next one and liaise with Mrs Briggs).

#### **Fundraising**

Following some discussions / brainstorming it was unanimously agreed we would try and do some form of fundraising once a month initially to try and get funds in to get up and running:

Feb – Logo Competition (ND to produce template to be given out to students)

Further months have been suggested but will be discussed in more detail at the next meeting:

March / April – Easter raffle (will look at getting easter eggs donated)

May – To tie in with the King' Coronation we would like to do a picnic / afternoon tea with families invited to come along and have it in school grounds. We could raise funds by providing additional refreshments on the day. **This needs approval from school**

June – Selby Council Family Fun Day – Mug tombola stall (**LC will make further enquiries with the Council**)

Weekly ice pop / ice lolly sale at end of school day (**MD**)

July – Poss summer fayre

***How to spend the money raised***

Travelling theatre company or travelling zoo etc to come into school as an end of school year treat for all the students (**LM and CD to make enquiries with companys and check availability etc. ND will ask Amy from Moo Music for the nursery / reception kids**)

Year 6 / school leaver's gift

Moving forward, once we have a suitable amount of money in the account the committee thought it would be good to offer a couple of trips / treat ideas and then the student s vote for their favourites by a token system similar to what they do in supermarkets

The meeting concluded and the next meeting was arranged for Thursday 9<sup>th</sup> February at 7pm at Barlow Club.