

## **PTA Meeting Minutes**

**Date:** Tuesday 10<sup>th</sup> November 2020

**Time:** 8.00pm

**Minutes taken by:** Jane Gilchrist

### **In Attendance**

Jane Gilchrist- Evening Secretary

Katie Wootton- Treasurer

Clare Daniel- Headteacher

Leanne Watson- Parke- Class Two Rep

Gileng Sullivan- Class Two Rep

Steve Appleby- Class Three Rep

Sophie Taylor- Class Five Rep

Lisa Vose- Class Five Rep

### **Apologies**

Gayle Marshall

Susie Withington- Class One Rep

Rachael Thomas- Class Four Rep

Toni Tetlow- Class One Rep

### **Minutes from last meeting**

Agreed

### **Welcoming of new class reps and vacant committee roles**

Chair (and Co-Chair) roles all need filling.

JG is Secretary and KW is Treasurer.

Acknowledgement that GS and ST were looking at Community Funding but there was a need for someone to formerly take up the role.

Welcomed SA who is new Class Three rep. Other new reps are Holly Lipscomb, Toni Tetlow and Stacy Whiteway in Class One and LV has re-joined the PTA as Class 5 rep.

### **Actions:**

Reps to promote vacancies amongst fellow parents

SW and JG to put together a PTA 'How to Guide' and save in Google docs.

SW to compile and publish Chair's report.

## **Treasurer's Update**

KW ran through money raised so far this academic year:

Pumpkin competition £35

Non-uniform day £121

Bags to school £50.80

Cauliflower cards (breakdown below given by CD)

Lucky Lotto/ 200 Club subscriptions- approx. £1400 (needs to be checked when paper statement arrives)- prize money will need to be deducted from PTA funds but a fantastic amount to have raised.

JG explained there was still money to come in for the clothes recycling that was being emptied during the week. CD said it was overflowing and people were waiting to put clothes in. Thanks to Lara Moore for the promotion on social media as many of the local community have been using it.

## **Promoting Amazon Smile and Easyfundraising**

JG asked reps if they could work to promote these further as it was very easy to use both easyfundraising and Amazon Smile. JG explained Amazon Smile can be linked to existing Amazon accounts and easyfundraising was just a case of going through the website or downloading the app. Really good time of year to promote. CD said that there are instructions on parent's page on the school website and LV has posted them on Facebook group. LV explained that easyfundraising still has a relatively low take up amongst current parents and that quite a few of the registered users donating to St Anne's at former parents.

### **Actions:**

Increased publicity - use FB, Twitter, Friday Flyer and Class WhatsApp groups to promote especially in run up to Black Friday and Christmas. Also, ask parents to promote amongst friends and family.

## **Tea Towels and other class led fundraising**

CD explained that Mrs Thomas and Class 5 have taken the lead with the school tea towels, ordering the packs, coordinating the art work and have now placed an order for 200 tea towels, paid for by Mrs Thomas in advance. They will be £4 each or 3 for £10. CD explained this is part of a wider project for the whole school where each class has come up with fundraising ideas either targeting class parents or the whole school:

	<b>Just for class parents</b>	<b>To be promoted across the whole school / made to order</b>
<b>Class 1</b>	Filled Christmas baubles	Bags of festive bird food
<b>Class 2</b>	Reindeer tree ornaments	Small festive table decorations
<b>Class 3</b>		Sweet bags, embroidered 2021 calendars, travel tic tac toe game, pompom Christmas characters
<b>Class 4</b>	Festive Smartie tube 5p challenge	Bath salts and bath bombs
<b>Class 5</b>		Tea towels

**Actions:**

Once items have been produced Class Reps to promote items produced by their class on FB group, WhatsApp etc.

**Christmas Fund raising Ideas**

JG explained that the reps who had been unable to attend the meeting had sent some ideas through the WhatsApp group:

**Virtual Christmas Fair-** suggested by SW. Some of the parents who run their own businesses have suggested a Virtual Christmas Fair where they can sell their products online. Other businesses could be invited along (suggestions made were the businesses who attended the Ladies Night, parents selling crafts, the products made by the children and local businesses such as the stationary shop).

**Actions:** SW to be asked if she wishes to form a group with other interested parents to plan a Virtual Christmas Fair

**Santa Zoom-** suggested by TT. The PTA could arrange for a Santa to do Zoom calls with the children and parents pay a small donation. Everyone agreed it was a nice idea, but CD explained that due to the safeguarding concerns regarding Zoom calls it would be difficult to organise and monitor.

**Christmas Trail-** JG explained that initial discussions had been had with the school about working with the local shops to do a trail where shops displayed Christmas pictures/ advent doors designed by the children and then the children would buy a trail map and look for all the pictures. Unfortunately, due to the second lockdown most Chapel Lane businesses would not reopen until 2<sup>nd</sup> December so it would be difficult to organise. It was decided that the PTA would look to organise a trail in January or February when it would be quiet.

**Christmas crafts/ decorations-** suggested by GS. GS had looked in to crafts packs and ideas for the children to create Christmas decorations etc. As the school were now producing items including decorations for sale the school would probably concentrate on doing this during the class activities. CD suggested that she would be happy to run a Christmas decoration competition like the Pumpkin one, where children design and create a decoration and then send a photograph to Ms Daniel. It would be £1 entry and prizes for the most creative decoration. JG suggested it may be good to encourage children to use recycled materials when creating their decorations.

**Actions-** PTA to help promote the Christmas Decoration competition when launched and to provide a prize.

**Raffle**

JG explained that there would be a PTA raffle this year and that LV had already managed to source a first prize. LV said that she had got three days free hot tub hire from the Real Hot Tubs of Cheshire. JG explained that they would not be asking local businesses for prizes this year due to the economic impact of Covid-19. It was agreed that some money would be taken from PTA funds to buy vouchers from a small number of businesses who are struggling and have been particularly generous in donating to the raffle over the last few years- such as the Rex. The PTA will also target the large supermarket chains for donations and online shops who may have done well over the past year. We will still post on local FB pages in case any local businesses feel they are in a position to donate. LWP offered to donate a Tropic hamper. It was also agreed that the existing bar stock (wine) would also be used as raffle prizes.

Raffle tickets are being ordered from Raffletickets4u, they will hopefully go out to parents at the start of week commencing 23<sup>rd</sup> November, draw will be held on 11<sup>th</sup> December 2020 - tickets to be drawn by pupils after being quarantined.

**Actions:**

LV, ST and JG to form a separate group focusing on raffle prizes, organising the raffle and promoting it. Any class reps wishing to help please let JG know.

**AOB****Cauliflower Cards**

CD explained it was the most successful year they have had for Cauliflower Cards. Total sales were £1299.00. BACS payments totaling £128 were made to school so a cheque has been written for the PTA for the amount. £590.00 was paid in cash and £520.50 in cheques.

Total breakdown of sales was:

Bumper packs - £160.00

Value packs - £250.00

Mugs - £331.50

Cards - £495.00

Wrapping paper - £45.00

Labels - £17.50

CD said that this should mean that the PTA makes £253 from the sales