

## **PTA Meeting Minutes**

**Date:** Monday 5<sup>th</sup> October 2020

**Time:** 8.00pm

**Minutes taken by:** Jane Gilchrist

### **In Attendance**

Jane Gilchrist- Evening Secretary

Katie Wootton- Treasurer

Clare Daniel- Headteacher

Gayle Marshall- former Treasurer

Susie Withington- Class One Rep (former Chair)

Leanne Watson- Parke- Class Two Rep

Gileng Sullivan- Class Two Rep

Rachael Thomas- Class Four Rep

Shahira Uddin- Class Four Rep

Sophie Taylor- Class Five Rep

Pete Hall- Lucky Lotto Organiser

Laura Moore

Alison Marris

Aidan Joyce

### **Vacant roles and handover of PTA roles**

Chair, Co-Chair and Daytime Secretary roles all need filling.

GM will hand over Treasury role to KW who was nominated by SW and seconded by JG.

JG explained that there have been attempts by SW and JG to recruit but no interest

CD thanked GM and SW for their hard work

### **Actions:**

SW and JG to put together a PTA 'How to Guide' and save in Google docs. CD said there had been a folder (hard copy) in the past with this information.

SW to compile and publish Chair's report.

SW to contact Class One and Class Three parents through WhatsApp to promote Rep vacancies.

## Treasury Report

GM ran through attached Treasury Report.

It was highlighted that we did not get any Community Funding last year compared to the year before. SW said that last year's Community Funding Officers did try many routes but were unsuccessful and have compiled a spreadsheet of information.

CD explained that criteria had changed on some funding grants, such as the CO-OP, so that projects need to benefit the whole community.

## Wish List

CD presented the school's wish list which has been scaled back significantly this year. CD said that Science, Sports and Global weeks will be run 'in house' as no visitors are allowed in school, therefore funds are not needed. It is unlikely there will be a theatre trip so no funds are needed for coaches and the Lego League is not running.

CD explained the two main items they need support for is the Love Music Trust and Education City. CD said they had reduced the cost of Love Music Trust by asking Year 5 parents to pay after the first term if the child wishes to continue with lessons (Year 4 students will still get a full year of lessons).

CD also explained that the providers of Education City have allowed the school to pay in instalments over this year and next, the first of which the school has now paid. Love Music donation would be £3162.58 and Education City £1042.65.

CD said that if possible it would be helpful for the school to still receive the termly £500 donation as the school has had to spend so much money already on cleaning products etc. CD asked the PTA to consider if they could also donate for infant Christmas presents for their Christmas party and Leavers Hoodies (unsure what will happen about a trip next year).

## Clothes Recycling

There was discussion about the clothes recycling bin and how it wasn't generating as much income as the Bag 2 School events had. Everyone agreed that there needs to be better publicity and a termly drive to get people to drop clothes off at school with around the school holidays being a good time to promote.

### **Actions:**

Increased publicity around the recycling bin, including termly 'drives' to get people to have a clear out and bring stuff in. Use FB, Twitter, Friday Flyer and Class WhatsApp groups to promote. Also, can we try using local FB groups as well. LM volunteered to action.

## **200 Club/ Lucky Lotto**

PH explained what the 200 Club/ Lucky Lotto was to the meeting- parents and family members subscribe, there are monthly draws held at school, the winners get a cash prize given by cheque Subscription is currently £15.

JG explained that this may be a very good way to get parents to donate this year. It is relatively easy to join, there is a chance of winning something and people can get multiple subscriptions.

LM said it would be useful to have some kind of publicity that Grandparents etc can access so they know about it

### **Actions:**

Launch this year's Lucky Lotto asap, focusing on importance of donations, chance to win money and that anyone can join and anyone can have multiple subscriptions. KW offered to support PH with publicity and will speak to Sophie O'Connor about an electronic poster. Publicity through Twitter, FB, Friday Flyer, Class WhatsApp and a poster with info that parents can send on to family.

## **Community Fundraising**

Following on from earlier discussions regarding Community Funding JG asked if a couple of people would volunteer to look in to Community Funding opportunities and criteria and feedback.

### **Actions:**

ST and GS volunteered to do some research and report back on what they find out. ST and GS to liaise with Jess Davison and Belinda Walmsley to obtain spreadsheet with information on.

## **Direct Donations**

Discussions were had about the lack of opportunity to fundraise through events this year and therefore needing to find alternative ways to raise money. SW said there had been a discussion on the school Facebook page where parents said that they would be happy to pay a one off, termly or monthly donation to help. Many said they did not have time to volunteer or attend all the events but would happily pay.

Discussed whether donations would be better by direct debit or through a fundraising page. It was agreed that while fundraising pages offered better visuals there were now charges to use most of them.

There was discussion around needing to publicise exactly what the PTA has funded in the past, what the money is needed for now and how much on an average year it is per pupil. Would be helpful to have a monthly or termly total from the Treasurer so PTA can then show through something visual how much is being raised- put in Friday Flyer and on FB page.

**Actions:**

Publicise the need for donations, clear information about what the money is spent on and its importance and how to donate. SW volunteered to lead on direct donations publicity.

**Non- Uniform Day**

CD confirmed that this will go ahead. Teachers will collect money and it will be kept in the safe for 72 hours.

**Actions:**

CD to confirm what dates Non-Uniform days are and promote through flyer. KW with support of GM will count and bank money collected. JG will lead on getting the days publicised through FB, Twitter and WhatsApp Groups.

**Cauliflower Cards**

CD confirmed that they can go ahead with the Christmas Cards again this year. CD asked if the co-ordination can be done in-house rather than online as last year was difficult. CD said the cards are usually designed before half term, then sent home with order forms at half term and ten ordered just after half term.

**Actions:**

CD to organise the designing and ordering of the cards. RT to help publicise through FB, Twitter and Class WhatsApp groups and send out reminders. CD to publicise in Friday Flyer

**Big Fundraiser**

JG explained that in 2019 the Walk was the big fundraiser and for the previous seven years there had been a sponsored bike ride. Last year there was meant to be another sponsored walk but it was postponed. SW said that she would still be interested in doing it again this year.

Discussions were had around Covid-19 restrictions and what could go ahead. SW said getting the children involved was key to getting so much sponsorship last time. Discussions were had about having a challenge where people could walk, cycle, run, swim a certain distance and then their distance would be added to an overall school total, we could then use a visual tracker to update everyone. CD suggested there could maybe be an around Britain challenge.

Agreed that the best time to hold such an event is the term between Easter and Whit when school activities are a bit quieter and the weather is generally better.

**Actions:**

Everyone to think about sport/ endurance type challenges that both parents and kids could get involved in. JG volunteered to lead on coordination.

**Virtual/ Online ideas**

It was agreed that it would be good to still do activities that involved parents and children to help support a sense of community. Suggestions were made that there could be some kind of activity or online event in the run up to Christmas and may be another early in the new year- January or February. Suggestions made were an online quiz, bingo or even an online disco which we could sell tickets for. KW said it would be nice for the kids to do something at school-craft etc.

CD asked if there was opportunity to do a raffle and it was suggested that it would be good to do an online draw. There was discussion about the difficulty of obtaining prizes in the current pandemic and it was agreed it would be probably smaller and have less big prizes this year.

**Actions:**

Committee and reps to research online/ virtual fundraising and to present ideas at the next meeting.

**AOB**

ST explained about the printer cartridge recycling scheme that could earn the school money. CD agreed that there could be a recycle box/ bin placed in the school. ST will liaise with CD about the set up.

ST also explained about a virtual Balloon Race online that everyone can join in. This will be discussed with other online/ virtual ideas at the next meeting.

Easyfundraising was raised and trying to get more people to use. JG said she would speak to Lisa Vose who had publicised it in the past if she could again.

JG raised that there was a need to have a Chair in place for the PTA as it is a legal requirement. JG explained that there needed to be someone who could coordinate/ oversee all the activities that everyone was leading on. SW explained without the big events such as the Christmas Fair it would be a smaller job than most years. SW said that she would put a brief 'role description' together, once completed Class Reps could distribute to WhatsApp group and it could be publicised in the Friday Flyer and FB group.

### **Next Meeting**

Tuesday 10<sup>th</sup> November at 8pm via Zoom

### **For information**

JG currently has the Sum Up machine, the donations of clothes for Ladies Night and the bar stock