

COMMITTEE MEETING MINUTES

Time/Date:	20:00 on Wednesday 27 th January 2021
Location:	Zoom Call
Present:	Chair - Donna Bolas-Burn, Secretary - Lucy Ward, Treasurer - Gemma Brindley, Ordinary Members – Stoo Read, Nicola Benson
Apologies:	Head Teacher - Alison De Ste Croix, Emily Taylor, Paula Wareham

Meeting Agenda

1. Approval of minutes last PTFA Meeting held Wednesday 6th January 2020
2. Update on upcoming fundraising activities
 - a. Promotion of PTFA 100 Club
 - b. Monthly competition for February and March
3. Ideas for future fundraising activities over the Spring Term
 - a. Valentines / Mother's Day?
 - b. Easter event
 - c. Online event
4. Treasurer Update
 - a. Current finances
 - b. Online Banking
 - c. Cashless options (SumUp and PayPal)
 - d. Donation button for school website
 - e. Gift aid
5. Classlist
6. AOB
7. Next Meeting

Minutes

1. Approval of Minutes

- a. Minutes from last meeting held Wednesday 9th December 2020 have already been agreed and communicated.

2. Update on upcoming fundraising activities

- a. Promotion of PTFA 100 Club

100 Club has been advertised. So far only a few people have joined the club. It was agreed collectively that we should advertise it through wider communication channels, such as: parent WhatsApp groups. GB has sent a reminder message regarding the 100 club to reception parents on their Facebook messenger group. SR raised whether the Nursery could be part of the 100 Club, but it was agreed that the nursery and parents of nursery children were out of scope until their children joined Colwich School as then they automatically members of the PTFA.

Actions: Team to message groups - LW - Year 1 and ask a parent to contact Year 4, DBB - Year 2, SR - Year 3, NB - Year 6. DBB to contact a parent in Year 5 to forward 100 Club details and contact Nicola Hughes to encourage participation from the school community.

Colwich Primary School
Parents Teachers and Friends Association (PTFA)
Registered Charity No. 1039298

b. Monthly competition for February and March

Lego competition has been extended until Thursday 28th January to accommodate last minute entries. Winners for KS1 and KS2 to be selected on Friday 29th January ready for communication in January's Newsletter.

The team agreed February's competition will be a baking competition with a friendship and love theme as this time of year we would usually be running the Friendship Disco this month. A deadline of Monday 22nd February was agreed to give pupils and parents time over half-term to bake their creations.

March's competition will take on the theme of Mother's Day (Sunday 14th March). KS1 will be invited to draw a picture or create a card and KS2 will be invited to write a Mother's Day poem. Prizes will be gifts for the winner's mummies.

3. Ideas for future fundraising activities over the Spring Term

a. Valentines / Mother's Day?

A Mother's Day Raffle will be drawn on Friday 12th March. Prizes will be made up of raffle prizes kindly donated for a Christmas Raffle and Mother's Day gifts left over from last year. This gives us an opportunity to clear stock with any expiry dates.

b. Easter event

Balloon Race.

A short recap was given: PTFA members buy balloon and can log on and watch the progress of their balloon over 7 days when the race is then completed. Lots of other PTFA are running them very successfully at the minute along with other charity organisations. GB raised whether we should run it after the introduction of the 100 Club so not to dilute take up. It was agreed by the committee that this is an event we would consider running at Easter. The online event is a one-off £36 to setup (no maintenance or subsequent fees) with unlimited use and the PTFA can price the cost of balloons or carry out free draws.

Easter Event at School.

At the last meeting we agreed to look at the option of running an Easter Event at school similar to the Winter Wonderland Day. In the absence of the HT DBB will catch-up with the HT before the next meeting to see if this is something she would like to do, so we can begin planning activities over the next few months.

Action: DBB to follow-up with HT on the Easter Event idea and any requirements from the school community.

c. Online event

Bingo.

GB has found an American website that provides up to free 30 bingo cards, which would be ideal for smaller events or classroom run bingo. The bingo cards are also provided in PDF format, so the tickets could be virtual or printed depending participant's preference. The team agreed we would run a small bingo event between the group and partner to pilot running it. A date for this will be diarised at the next meeting. DBB reiterated from last meeting that feedback from the online bingo event she attended for another PTFA bingo night which was really well received and attended by approximately 20 families. The team agreed this is something we could run in KS or by class to reduce numbers to avoid chaos and any technical issues that can come with many participants.

Action: GB to forward a copy of the Bingo card. DBB to liaise with HT as to when it would be preferred to run the event.

4. Treasurer Update

a. Current finances

Current funds are up to £6,000 with the following donations from Easyfundraising (£21.50) and a donation of £500 from an anonymous community member for home-schooling.

Colwich Primary School
Parents Teachers and Friends Association (PTFA)
Registered Charity No. 1039298

Proposed spending

Nicola Hughes (school secretary) has received a quote for the purchase of laptops of £3,766. The amount includes the laptops, hardware and warranty. SR questioned whether the school could match the amount donated by the PTFA to double the number of laptops, but we assume that the school doesn't have the budget for this as it has not been mentioned as a possible option to date. After much discussion over issues around suppliers and the number of laptops the PTFA could supply the school the PTFA committee put it to a vote to sign-off the current request for £3,766 for 7 laptops. All PTFA members present (DBB, GB, LW, NB and SR agreed to provide the school with £3,766 for the laptops.

Action: GB to confirm to Nicola Hughes that they can proceed with the purchase of the laptops and begin to organise payment to the school.

b. Online Banking

GB confirmed online banking went live last week, and GB now has full access. DBB and LW are still awaiting security fobs to access online banking.

c. Cashless options (SumUp)

GB confirmed the information regarding SumUp is still with the HT for review and approval.

d. Donation button for school website (PayPal)

GB has looked into PayPal which has two methods the PTFA can use to accept donations. Neither have associated platform fees. It also avoids the need to advertise the PTFA bank details on the school website.

The PayPal Giving Fund enables us to receive donations in 2 ways without any charges. Monies are received within 15-45 days, which we agreed would not be an issue.

This is something we could setup with ease and add a link to our Giving Fund PTFA Donation page on the school website for anyone to make a quick and easy donation to our PTFA. There is no setup cost and it is something that can easily be added or removed if deemed no longer needed.

Having this set up also enables us to receive other donations made during PayPal's Round Up option at checkouts on websites such as eBay. It appears our school already has a page created on PayPal for this, so we simply need to setup an account. This would again be an easy way for people to donate to the PTFA fund, whilst doing their everyday online shopping. To be inclusive of potential donors who may not have a PayPal account it is suggested that we put a footnote to it "Alternatively donations can be made by cheque sent to school or by BACs transfer. Please contact the PTFA for further information".

With a PayPal account the PTFA can also purchase a card reader. The rates for PayPal seem to constantly change, but they currently have a promotional rate of 1% charge for charities, for payments taken on a card reader, which would normally be 1.5% charge. In addition, other payments can be made through PayPal, online, without the reader for 1.4% plus 20p per transaction. No platform fees apply for PayPal

e. Gift aid

We can claim gift aid on small donations under £30. It can be used for voluntary donations only (where the recipient receives nothings in return (e.g. tickets, prizes etc). Gift aid can be claimed for up to 4 years, so we could review donations back to 2017/2018. The claim must be accompanied by the normal gift aid claim and is limited to 10 times the amount of that claims; i.e. donations with completed declaration forms. (e.g. if Gift Aid is claimed on £200 of small donations; it must be accompanied by donations with declaration forms totalling at least £20). Monies are realised up to 4 weeks after a claim is submitted. Moving forward instead of buying items for events team members could donate to the PTFA and then items should be paid out of the PTFA funds. The team can also put in place long-term gift aid declaration forms if necessary.

The team agreed that both PayPal fundraising methods would be great assets moving forward and that ability to claim Gift Aid would also be advantageous.

**Colwich Primary School
Parents Teachers and Friends Association (PTFA)
Registered Charity No. 1039298**

Action: GB to look further into Gift Aid, PayPal and the associated administration involved and draft a summary for review by the committee.

5. AOB

Stock for prizes. It was agreed we have plenty of stock that can be used as prizes for monthly PTFA competitions, Bingo and Balloon Race when needed.

6. Next Meeting

The next meeting will be held at 20:00pm on Wednesday 10th February 2021.