

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

COMMITTEE MEETING MINUTES

Time/Date:	13:00 on Wednesday 9 th November 2020
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

Agenda

1. Approval of Minutes
2. Review of Winter Wonderland Day
3. Updates on Fundraising Investments
4. Update on Communication Projects
5. Treasurer update
6. Introduction of new PTFA policies 2021
7. Fundraising Activities for 2021
8. AOB
9. Next Meeting

Minutes

1. Approval of Minutes

- a. Minutes from last meeting held Thursday 5th November 2020 have already been agreed and communicated.

2. Review of Winter Wonderland Day

DBB read an update from the Head Teacher:

“On behalf of all the staff and children I’d like to say a huge thank you to for your support on and in preparing for the day. The staff really appreciated all the prepared activities and the children loved it. I have had lots of positive feedback from staff, children and parents. Almost all the parents contributed to the day, so the cost of Santa and reindeer was covered”.

DBB has also had lots of positive feedback from parents whose children had a great time and loved seeing Santa and his reindeer and enjoyed all the fun and games and treats. Parents also commented on how great the Christmas decorations were around the school too. Some parents were surprised to that the entire event cost £4 per child, which obviously it didn’t due to the additional expenditure and contributions from the PTFA. Off the back of the event several parents have commented that they would like to get involved with the PTFA and we have a new PTFA member, Emily Taylor. LW also had lots of positive feedback about the day with parents asking how they could contribute to the event.

Teachers who have sent in lots of thanks for organising all the activities and helping the day run smoothly. DBB thanked NB and Nicky Horton for their efforts in helping to wrap the gifts from Santa. A thank you has been sent to Far Coley Farm for the donated Christmas tree.

A note for next year is that usually the Colwich Nursery is usually invited to participate in school Christmas events and this was not known until too late. The Nursery although a separate entity to the school does feed into it. Next year it is agreed to include them in our event, especially as the Head Teacher is keen to build stronger links with the Nursery.

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3. Update on Fundraising Investments

a. Outdoor Classroom

This has now been paid for and work will commence on 17th March 2021 by GE Collis. DBB noted the intention is to get a plaque with the company name on and NB suggested adding to it that the PTFA has funded it too. All agreed this was a good idea. LW raised that we should advertise this in the newsletter in the New Year. GB has obtained a large cheque from

The bank, so we agreed we should try to get have a picture of it with either the previous PTFA or the previous and current chairs and Head Teacher.

Action: Promote the new outdoor classroom in the New Year by poster and in January's newsletter.

b. Laptops

DBB read an update from the Head Teacher:

"We have chased laptops up several times, as we are in an SLA, we do need to get the laptops from our ICT provider so will keep chasing."

Action: None.

c. Books

DBB read an update from the Head Teacher:

"Once laptops have been purchased, we would like to look at buying some more reading books and maths textbooks."

The school would like the maths books are from a scheme called Rising Stars and the reading books from Big Cats Books (possibly ebook or hardbooks).

The Rising Stars is a subscription of £150, we are not sure how many are required across the school, whether it's one subscription for the school or one per year. This is to be looked into after the New Year.

Action: Liaise with Head Teacher in January regarding investment of books.

4. Update on Communication Projects

a. Information about current PTFA team

All short write-ups have been completed.

Actions DBB to create a short introductory video message about the PTFA and self.

b. PTFA Survey

No further update since last meeting. Survey to Teachers still to be written and additions regarding whether parents need additional support to use Easyfundraising and AmazonSmile to be added.

Actions: 1. PTFA Team to create a PTFA Survey for the school community. 2. To advertise the upcoming PTFA Survey in the next newsletter. 3. PTFA Team to create posters to advertise and remind people to complete the survey.

c. PTFA Webpage

Still on hold until the New Year. Webpage needs reorganising and then time spent with the School Office team to update it.

Actions: Begin scoping out format / layout of webpage in the New Year.

d. Information pack for new parents.

In progress by LW. LW is writing a PTFA Handbook to capture a lot of the information about the PTFA, which means this can now be a short, sharper more eye-catching flyer for new parents.

Action: LW to complete first draft of the leaflet and send to committee for review in the New Year.

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5. Treasurer Update

a. Update on Finances

We started the year with funds of £7,420 (as of September 2020)

Total raised = £552 (breakdown below)

- £354 – Christmas cards and gifts (includes £45 from second order)
- £79 – Autumn mufti-day
- £29 – Autumn art competition
- £90 – Easyfundraising (includes outstanding payments from previous months)

Total spent = £407 (breakdown below)

- £23 – Advent calendars
- £76 – Prize stock (competitions and Golden Time prizes)
- £308 – Winter Wonderland Day

We have made a donation to school of £2,083 for the outdoor classroom leaving funds available of £5,482. Approximately £4,000 has already been agreed to be spent on laptops, leaving approximately £1,500.

Recap on Winter Wonderland

DBB confirmed the Head Teacher would like to hold a similar event in the future, perhaps every alternate year. The years in between the Head Teacher would prefer to take the children off site for a Christmas outing.

Spend:

Total spend was £308 consisting of:

- Santa gift – 94p per child
- Craft items – 25p per child
- Prizes – £12.46
- Movie and munch supplies – 46p per child
- Decorations – £31.69

We benefitted from various donations from committee members as well as the Christmas tree from Far Coley Farm and selection boxes from Tesco's.

Possible future improvements for a repeat event:

- Save money. We now have a better idea of quantities of items to be sourced, as we have extra stock leftover of card and understand what the teachers did and didn't use.
- Reduce sweet treats provided by perhaps only doing one option of doughnuts, popcorn and sweets and the teacher can choose which in advance.
- Start earlier. This year we were bound by the late booking by the school, so next time we would know to book the event in the summer.
- Reduce preparation time. We now know how long it takes to prepare for the event and we have a good understanding of the teachers preferred activities, coupled with the templates and activities already sourced we would be able to reduce the time to prepare for a next event.

AmazonSmile

9 supporters. No new funds received as GB believe the minimum raised for pay-out is approximately, £15.

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Easyfundraising

1 new supported in November. 10 supporters raised fund in November - £19.42.

Agreed we need to better advertise Easyfundraising especially around Christmas shopping, and increase support for it next year.

Agreed we also need some useful information prepared to help onboard new parents and families with posters, how-to-guides to get setup and any short videos.

b. Bank Mandate

This has been completed and is now in place.

c. Online Banking

All documentation is still with the Bank's Treasury team for approval.

Action: GB still chase a status update form the Bank.

d. New Financial Control & Expense Policy

This has now been approved by the all the committee via WhatsApp.

e. Squareup

The is still with the Head Teacher for review over Christmas period.

GB mentioned that we would be able to have a similar setup to Pretty Pots (Milford) with an online shop behind it to sell items/tickets. TheSquare also allow for easy refunds if ever needed.

NB mentioned that Veritas School (Stafford) use TheSquare for pre-ticketed events such as fairs. This allows parents to buy tickets online in advance of the event in exchange for a ticket. The PTFA then have set numbers attending and have the money in advance to purchase suitable items (bouncy castle, assault courses etc). This means managing the finances for events is much easier and clearer and ensures potentially no loss of money.

6. Introduction of new PTFA policies 2021

a. PTFA Handbook

LW is drafting a PTFA Handbook to cover all about our PTFA – who we are, how we run our PTFA, the communication channels we utilities and how we raised and spend funds. The target audience is new parents and those currently at the school who would like to know more about the PTFA.

Action: LW to produce first draft and send out for review upon return from the school holidays.

b. Code of Conduct

LW to write a simple Code of Conduct for our PTFA in terms of how we behave and treat confidential information we hold.

Action: LW to produce first draft and send out for review upon return from the school holidays.

7. Fundraising Activities for 2021

- Previous events run in the next part of the school year include:
- Friendship disco at Valentines
- Mother's Day pop-up shop
- Easter Extravaganza
- Father's Day pop-up shop
- Summer event

a. Mother's and Father's Day Pop-up shops

It was agreed that both pop-up shops could be easily run adhering to the current social distancing rules and we could replicate the previous event. The items could again be made up of donations of unwanted items/gifts, handmade frames or crafts and like last year additional bought items based upon uptake of numbers. Children would pay £3 in advance for a present. The PTFA would

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advertise examples of these gifts, wrap the gifts and bag them by class and take them into school to be quarantined, after which time the selection of gifts would be taken into classrooms for the children to choose from. LW suggested that we should think about how we wrap the gifts this year and perhaps move away from cellophane towards something 'greener' perhaps brown paper and tied with ribbon.

b. Mother's and Father's Day Cards

NB suggested the team could charge for a card making set and possibly template cards to copy (card, envelope, cards topper or embellishments) for the children to complete during school time for their parents. The team agreed this was a good idea and we that we haven't left over card from the Winter Wonderland day that could be used for this.

c. Valentine's Day Cards

Like the Mother's and Father's Day cards the team could do the same for Valentine's day. This activity could be done in school or taken home.

d. Friendship Disco

It was suggested whether we could run this as a classroom event in line with social distancing rules. The team agreed this could be an option perhaps for KS1 and for KS2 perhaps running a games night, film or retro computer games/PlayStation event. It was suggested to involve the School Council on what kind of event they would like to see.

Other suggested events/activities by the team were:

e. 100 Club

To be introduced from January 2021. All necessary documentation including membership rules, letters/membership form for parents have all been created and are with the Head Teacher for review. DBB would like the first draw to be January and will ask if this can be reviewed before Christmas, but we recognise that this might be a push. NB mentioned that the last time they conducted a Facebook poll on introducing a 100 Club that it was well received and that she thinks many parents would want to sign up.

DBB: Liaise with Head Teacher on whether the 100 Club information can be reviewed ahead of Christmas.

f. Easter event

Previously an Easter Extravaganza has been held, although no event took place in 2020 due to lockdown. A possible idea is to run a ticketed event, where children hunt for clues and have to 'crack the code' into to win a prize or Easter egg. The team agreed to looking into option for an Easter event in the New Year.

g. Virtual events

The team agreed we should definitely look into putting on online/virtual events over the remaining school year, such as: quizzes or bingo for all audiences – families and adults. The team could discuss with the Head Teacher about whether they would want to run any classroom-based online events. DBB is joining another PTFA's online bingo on Thursday 10th December to gain insight into how it all works to then feedback to the PTFA at next meeting. It was suggested that we could hold an online quiz/bingo within the PTFA team after Christmas as a trial. SR mentioned that platforms like Zoom, House Party for online events are much better developed since the first lockdown and offer more flexibility in terms how we can run events.

Action: DBB to feedback on the online bingo event. DBB to liaise with Head Teacher about whether they would want to run classroom-based online events across the school.

h. Mufti-days

DBB hopes to run several next year and will need to work with the school to find suitable dates.

Action: DBB to liaise with Head Teacher about possible dates.

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i. More competitions.

The next was scheduled to be the PTFA Logo design competition, although it was noted that younger children may struggle with this, it was agreed to still go ahead. It was suggested that we could do a competition every month each with a different category - baking, poem and science-based to try to cover many topic areas for different children. Another suggestion was to have different competitions/prizes for each KS to make them more relevant and hopefully enjoyable.

j. Raffle

We have been donated gifts and vouchers for services from local businesses and that some come with expiry dates. It was felt that we didn't have enough items to run a raffle this Christmas, as donations are down on last year we think due to Covid-19. One donation from Domino's Pizza is due to expire in January 2021, but it is being looked into as to whether they would extend this date. Possible options to use these items include: running a raffle in January, using them towards prizes for online events.

k. Recycling Activities

More regular / ongoing fundraising activities hope to be introduced early next year include the following although more work needs to be done on logistics:

- Second hand uniform shop
- Recycling printer ink, batteries (no income just convenience with this)
- Bags2School – recycling clothes.
- Terracycle - crisp packet recycling

8. AOB

9. Next Meeting

Action: DBB to confirm next meeting date via WhatsApp