



## Watermore PTFA Committee Meeting 30<sup>th</sup> January 2019 - The Rising Sun

### Welcome & Introductions

Lauren welcomed everyone to the meeting and introductions were done.

### In Attendance

Vic Butcher	Wendy Howse	Simon Way	Lisa Richards
Lauren Poulter	Sara Oughton	Yasmin Bailey	Eoghan O'Sullivan
Ian Mathias			

### Apologies

Andy O'Donnell	Rick Pearce	Dan Newhall
Catherine Pritchard	Karen Thompson	Sarah Way
Jenny Allam	Jude Tapscott	Janet Hoyle

### Review of Previous Minutes / Update on Actions

The previous minutes were agreed as an accurate record. Outstanding actions are as follows:

- Chris to submit final expenses
- Janet to liaise with volunteers with regard to meeting about outdoor play equipment for the new school
- Rik to speak to Yr. 6 children and teacher re fundraising ideas for leavers hoodies

**Action:** Lauren will follow up with relevant people on all of the above

### Winter Festival

Simon fed back on behalf of Sarah, below is a summary:

- Overall the event went well and people seemed to appreciate more space in the hall with no tables and chairs
- Raffle and reindeer raffle were very popular as were the tombola and chocolate tombola
- Games room may have worked better if the number of games was limited to 3 to reduce the crowds and helpers required
- Adopt a teddy was very popular so please can committee members save any unwanted teddies/soft toys for the next festival
- 1<sup>st</sup> Santa session went smoothly and people arrived at correct times, 2<sup>nd</sup> was more chaotic and stressful for those involved as most people arrived at the same time straight after the children's singing, there were not enough volunteers for the 2<sup>nd</sup> session
- Donations from parents were brilliant this year
- Helper rota – a lot of staff volunteered which was fantastic and proved to be crucial, without the staff there wouldn't have been enough helpers as not many parents volunteered
- The children's singing went down really well so thanks to all involved!
- There wasn't a huge amount of expenditure as the team didn't have to buy reindeer bags, cups or prizes as there was stock from previous years

- The estimated profit (with an assumed bar stock) is approx. £2860, matched funding totalling £750 has been secured from two individuals bringing the overall estimated profit to £3610, this is better than last year, well done to all involved!

**Action:** Everyone to save any unwanted teddies/soft toys for this year's festival

### **Christmas Cards**

Catherine provided feedback via email as she couldn't attend the meeting:

- £2231 was spent on Christmas items by parents, this gives the PTFA £391 as commission
- Catherine has booked the same company to run the order this year
- Thank you to all the teachers for their help in making the artwork so well thought out and also to those parents who helped create and sort the templates.

### **Junior Disco Feedback**

Michelle provided feedback via email as she couldn't attend the meeting, below is a summary:

- 136 tickets were sold @ £2 each, 105 in advance, the rest on the door
- £695 was taken on the night through various games, refreshments, tattoos, pocket money
- toy stall and raffle
- The stock for pocket money toys was all newly bought for this event totalling approx. £180
- A donation of £15 was made to Andrew Walker's local charity as a way of thanking him as he does the disco for free
- The usual volunteers helped on the night and there was just enough support but Michelle had to put out a last minute plea for more help as some people dropped out last minute due to family illnesses
- We could do with more helpers in future to keep an eye on the children and be free to deal with incidents, first aid, etc.
- It all ran quite smoothly and there were no major issues.
- We had a couple of first aid incidents but all concerned were fine
- We need to make sure the year 3 class door from the hall is locked prior to the disco in future as pupils kept disappearing in there
- The Lucky Dip has a lot of boys' toys still wrapped and left in the PTFA cupboard but there's next to nothing left of the girls
- Michelle will keep the remaining pocket money toys stored at her house until the Summer Disco (not a large amount)
- Michelle will organise the Summer Leavers Disco but will then step down as she'd like her children to have a year 6 free of their mum! She is happy to undertake a handover with a new volunteer

**Action:** If anyone is willing to take over leadership of the Junior Disco for the 2019/20 academic year please let the committee know

Two parents have raised concerns regarding the disco, the first was in relation to money taken to the disco by children. A parent collected their child from the disco and the child was very upset due to feeling pressured to give his money to other children. The parent raised concerns around the fact that no guidance is given to parents on how much money to give to their children and this becomes a problem when children take very different amounts. The parent asked the committee to consider running the event differently in the future e.g. an all in one ticket price (to include raffle ticket, snack and drink) or to set a limit on the amount of money children can take e.g. £1.

The second concern was regarding the food and drink sold at the event as some children were purchasing large quantities of sweets. The parent suggested we could offer a snack bag either included in the ticket price or for an additional fixed price of £1 per bag.

The committee discussed both these concerns and the pros and cons of the way the event is currently run. We also discussed the suggestions from both parents regarding ways to run the event differently in the future. The decision was made that whilst we take all concerns very seriously, we felt the running of the event should not be changed at present as over all the years the event has been running, this is the first time such concerns have been raised. However, the committee agreed to issue some guidance in future and we will make parents aware of the prices of food/drinks/games in advance so they can consider how much money their children may require. Janet has also said that she would usually talk to the children in advance of the disco on some key issues e.g. not giving money to other children. We will ask the school to ensure this happens in future.

**Action:** *Disco organiser to ensure that pricing information is included on ticket letter moving forward*

**Action:** *School to discuss event with children in advance and remind them not to give money to other children*

**Action:** *Vic to feedback to parent with concerns re money*

### **Quiz Night Update**

Vic provided a quick update, approx. 40 tickets sold to date with another team of 6 expected. Event will follow same format as last year. All is in hand!

The committee agreed it would make sense to open it up to the wider Frampton Community if we need to sell more tickets.

**Action:** *Vic to ask Catherine to do a final push for ticket sales on Facebook pages before opening to wider community if necessary*

Post meeting note – 69 tickets now sold through school so event has reached maximum capacity!

### **Bingo**

Wendy met with Andy, Vic & Karen at the beginning of the year to discuss ideas and formulate an initial plan. Below is a summary of progress to date:

- The date is set for Fri 29<sup>th</sup> March however this is Brexit day so Wendy wondered if this would impact, the committee didn't think this would be an issue so it was agreed to go ahead with this date
- Timings are 5-8pm with flexibility so that people can come for the start or later in evening, no requirement to stay for the whole 3 hours
- There will be 5 games in total, the 1<sup>st</sup> at 5pm, 2<sup>nd</sup> at 5.30pm a break at 6pm (with the option of food) then the 3<sup>rd</sup> at 6.30pm and so on
- Frampton Fish Bar will supply food and Wendy hopes to be able to negotiate a discount, there is no plan to make a profit on the food and it will be optional
- The prices will be £2 per ticket which includes 2 games, additional game tickets can be purchased for £1, dabbers will also be available to purchase
- There will be a lucky dip for line completions and five bigger prizes for the first person to get a full house for each game, Vic already has one main prize and the committee suggested Wendy speak to Amy re prizes and who to (or who not to) approach locally
- There are bingo balls in the PTFA cupboard but no machine, Wendy has been looking at machines but they tend to come with balls so we'd need to buy a whole set, a suggestion

was made to ask The Miners at Coalpit Heath if they have a bingo set we could borrow, if not then we could out a plea to parents to see if anyone has access to one we can borrow

- Tables will be arranged in long rows to make it more social
- It would be great to have a different caller for each game, perhaps with themed calls e.g. Brexit, Mothering Sunday (as this is the Sunday after the event), Vic volunteered to call a round, if anyone else is happy to call a round please let Wendy know
- Wendy will need approx. 10 volunteers to help with the bars, doors, food, dabbers and game cards

**Action:** Wendy to ask The Miners if we can borrow their bingo machine

**Action:** Vic to put Wendy in touch with Amy re prizes

**Action:** Anyone willing to call a round or help on the night please let Wendy know

### **Google Not for Profit Software**

Eoghan has successfully applied to Google for the software they provide to not for profit organisations. The idea is to have more professional email addresses and software than can help with event organisation etc. which is all GDPR compliant. E.g. in America, they have fundraising platforms that can be used, these aren't available in the UK yet but hopefully will be in the future.

Following the last committee meeting, it was determined that the PTFA can't have a formal school email address so Eoghan has purchased a domain and we can set up new email accounts via Gmail. This is currently in progress but there have been a few teething issues. Eoghan will continue to try and resolve these and will liaise with Andy and Vic to get everything up and running as soon as possible.

If there are things that the committee find tedious when organising events etc. let Eoghan know and he can see if there's anything available to help.

Wendy asked whether school money could be used for event ticketing etc. Lauren agreed to ask Janet or Sharon Elliot whether this is an option.

**Action:** Eoghan to continue to liaise with Andy and Vic re the creation of new email addresses

**Action:** Lauren to speak to Janet/Sharon Elliot re school money as a possible way of paying for event tickets

### **Midas Update**

Andy provided an update on his conversation with Andy Blake, Midas Site Manager via email, below is a summary:

- Midas are happy to provide equipment and labour as and when it would be helpful, they have previously built stages/small structures for events using their trades onsite, so far not many helpful trades are onsite but as we progress through the year we might be able to ask for their help and so we need to think what is it we would want
- Midas aren't going to be able to put their hand in their pocket directly to give the PTFA cash sponsorship but indirectly a few ideas were discussed e.g. a couple of the builders running the 10k could be sponsored to raise funds, Nic has agreed to hold back a few places for them
- Midas can likely with their supply chain get us some raffle prizes so we just need to give them some warning and be selective on when we want to ask them for things
- Totalizer –Andy broached the idea of Midas building us a totalizer (like a church roof style funding chart), they seemed opened to doing so but not until later in the year when they

have their carpenters on site so perhaps something to consider to begin at the start of the next school year

Eoghan suggested asking what suppliers have given in past and felt we should put the onus on them to make suggestions. The committee felt we should approach them regarding prizes for Bingo night and then the summer festival.

**Action:** Andy to ask Andy Blake what Midas' suppliers have donated in the past and whether they could supply a prize for bingo night in the first instance and then for the summer festival

### **Movie Night**

The Orchard site event (Reception and Yr. 1) is going ahead on Wednesday 6<sup>th</sup> February. Letters have been sent home stating that Peter Rabbit will be shown and that the children will receive a snack and drink. There was an error on the letter saying children would receive chocolate, they will in fact have crisps.

A Meadow site event cannot go ahead at present as we don't have anyone to run it. Lydia has volunteered to help in the future but can't do the 6<sup>th</sup> February. The committee agreed we should post a on the Facebook pages to let parent's know we can't run this event at the moment due to lack of volunteers to help.

**Action:** Vic to ask Catherine to post message re Meadow site event on Facebook pages

### **Accounts/Treasurer Update**

Simon provided a quick update to say the account is looking very healthy and has gone up by approx. £10,000 since he took over as Treasurer last September.

A key issue is not having final expenses for the bar stock so Simon can't provide any final figures for each of the events. Without stock taken out, approximate figures for each event are below:

- 10K - £6000
- Infant disco - £648
- Clothing collection - £108
- Winter festival - £2680 plus £750 in matched funding
- Christmas cards - £391
- £750 matched funding

Catherine submitted a bid to the Aviva Community Fund which was successful (with 1377 votes) and we will receive £1000 as a result to spend on equipment for the science lab. A big thank you must go to Catherine for applying for this. Rob Mathias will lead on deciding how the money will be spent. It was agreed that we should publicise the win in the next school newsletter.

**Action:** Lisa to ask Janet to publicise win in next school newsletter

Following the recent successful bid, Catherine will submit another bid in September for which any ideas would be gratefully received. The committee suggested the new school library could be a good idea. We will need wider awareness for bid and discussed the possibility of getting an article in the local press/Frome Valley Voice.

Simon provided an overview of what has been funded recently as below:

- 2 x Three Kings performances
- K'nex workshop
- Multiple dance workshops
- Green up your act workshop
- Viking workshop
- Christmas party items

Simon reported that Andy is looking into Amazon Smile - when you shop on Amazon it donates a % to charity. It was agreed that we need to publicise ways parents can help raise funds via things like Amazon Smile, Easy Fundraising etc.

**Action:** Andy to include section on ways to help raise funds in next PTFA newsletter

Simon asked school if they would be happy to send out recycling bags for printer cartridges, for every 2 cartridges received the PTFA would get £1. Lisa and Sara thought this was a great idea and agreed on behalf of the school.

**Action:** Simon to deliver the envelopes to school

Simon reported he has contacted the National Lottery Community Fund to see whether schools can apply for funding. Following the meeting Simon has received the following response:

- “We welcome applications from schools but we will not pay for activities or services that schools have a statutory responsibility to provide. This means we will not fund activities that are in the school curriculum or directly related to it. We expect projects to take place before or after school, during lunch or in the holidays, unless you can provide a good reason in your application why this is not possible. Successful projects from schools will be able to demonstrate significant involvement or benefit to the wider community. Projects that appear to deliver expected activities of schools are not likely to meet our objectives, e.g. improvements to facilities, buildings and playgrounds; staff training; and equipment used in lessons.”

Wendy mentioned the Cooperative Mid Counties Community Fund and agreed to send details to Simon so he can explore further.

**Action:** Wendy to send Simon details of Cooperative Mid Counties Community Fund

Following the meeting Simon obtained details of who is eligible to apply and unfortunately we don't qualify as the criteria are as follows:

- The base of your group should be no more than five miles away from the nearest Midcounties trading branch located in the areas of:
  - Buckinghamshire, Berkshire, Gloucestershire, Northamptonshire, Oxfordshire, Shropshire, Staffordshire, Swindon, West Midlands (Walsall, Wolverhampton, Sandwell and Dudley), Worcestershire

### **Summer Festival**

Dan provided feedback via email as he couldn't attend the meeting:

- Date confirmed as Saturday 6th July 2019

- Theme is Myths and Magic...not just Harry Potter
- We have some interesting new ideas along with the usual popular events
- We are of course pushed for space, but hope that this won't impact too greatly, various other options for siting were discussed but it was felt the field and playground is still the best option, some changes to the format were also discussed
- A few competitions and the colour raffle have been agreed
- Lisa was confirming with staff whether they would be able to help with the usual children's performances and also Ms Collins' availability for craft tent (will need to wait for her to return to work first)
- Amy was planning to get flag materials to Mr Jones and Mr Hathaway at beginning of Feb.
- There is some concern about people bringing their own alcohol to the festival so it will be made very clear that this is a contravention of our licence and will not be tolerated

The next meeting of Team Summer is Thursday 21st February, 8pm at The Rising Sun. Lisa sent her apologies as this date is during half term.

### **10K**

No update received. Need to confirm date.

**Action:** Vic to contact Nic and Laura to confirm date

### **AOB**

#### **Year 6 Hoodies**

Lucy Willet has emailed Simon to say hoodies are required for the trip to Morfa Bay which is in June so they will need to be ordered soon. The committee have already agreed to contribute £50 for Yr. 6 running the games room at Winter Festival. The general consensus is that we'll be happy to top up what they need.

#### **Funding Requests**

Lisa noted that Reception have just booked Freshwater Theatre which is being funded by the PTFA. It was felt that we need to publicise what we have funded this academic year.

**Action:** Andy to ensure next newsletter details what has been funded e.g. workshops

Ian is running STEM workshops but needs cold glue guns otherwise the workshops can't go ahead. Chris Hotchin has said school have some but probably not enough. They cost approx. £5 each and Ian would probably need 10. Ian will check with Chris again re how many school have and the committee agreed to fund the shortfall (up to a max of 10), Ian will purchase these and claim the money back.

**Action:** Ian to speak to Chris re glue guns and purchase necessary amount

### **Date of Next Meeting**

Thursday 28<sup>th</sup> March, 7.30pm, the Rising Sun