

OSSA AGM MINUTES

2nd October 2019

6:30pm

Old Stratford Primary

Meeting Chaired By:	Karen Dowse	Type of Meeting:	AGM
Note Taker:	Jo Patrick-Heselton		
Attendees:	Karen Dowse, Charlotte Smith, Jo Patrick-Heselton, Karen Sarbutts, Christine Reeves, Clare Hamblin, Rosie Roberts, Deborah Ponsonby		

Minutes

Agenda item:		Presenter:	
	Welcome and introductions		Karen/All
	Minutes of previous AGM		Jo
	Chairs report		Karen
	Financial report		Charlotte
	OSSA constitution		Charlotte
	2019/2020 fundraising agenda		All
	2019/2020 financial contribution agreement		All
	GDPR / Privacy policy /social media		Jo
	Events and buddy system		Karen
	OS Pre School and OSPS alignment		Karen
	AOB		All

OSSA Constitution

Discussion:

We are required to have a constitution as per the charities commission. No-one knew if there had been one previously so we will have to create one. There are templates out there.

Conclusions:

OSSA Constitution to be created using simple template online

Action items	Person responsible	Deadline
✓ Charlotte to draft and circulate the constitution to everyone that is a member to review and agree	Charlotte to circulate All to review and sign up	31 st October 2019

2019/2020 Fundraising

Discussion:

School lottery – have a good number of sign ups but need more for it be successful and start to achieve the numbers we got from 50/50. Some people that had 50/50 balls have not signed up for the lottery yet. Discussed if we could celebrate the winners of the school lottery at the assembly to keep up the excitement of the children – like with 50/50.

Conclusions:

We would all push the lottery ASAP and school to consider if winners can be announced at assembly.

Action items	Person responsible	Deadline
✓ Send the link to Karen so the teachers can sign up	Karen D	8 th October 2019
✓ Letter to go out in book bags	Rosie Roberts	11 th October 2019

Discussion:

Mufti days. We could have more of these as they are a simple fundraiser and fun for the children. Some schools have them regularly. Discussed if we should use Parent mail for payment, however it may result in less fund being collected.

Conclusions:

We will introduce one mufti day per half term. Payment will remain £1.00 cash on the day.

Action items	Person responsible	Deadline
✓ Work with Mrs. Holmes and school council to launch additional mufti days (simple and low key). Children to think of ideas. One every half term. 25 th October and 29 th November (fun night)	Karen D	11 th October 2019

Discussion:

Fun Night - We would like to hold a 'Fun night' on 29th November. This is the night of black Friday so Parents and Carers could do some Christmas shopping. It may be better to do this straight from school to make it easier for Parents and Carers. We could provide simple food for the children and pick up around 7pm so it is not too late. We would hold it by year group, in their classroom – this would require a minimum of 2 parent helpers per class. During the event we would have fun activities, hot dogs, pizza, face painting and finally a movie. Tickets to be sold in advance via Parent Mail.

Conclusions:

The event will go ahead and needs someone to assist in organizing it.

Action items	Person responsible	Deadline
✓ Commence event planning as soon as possible.	Karen D	29 th November 2019

Discussion:

Christmas raffle – each class will make and decorate a hamper. They will bring in something from home to put in the hamper and the class teacher will help with this in school time. School council to come up with a theme for each class. The best class will win a class prize – i.e. 10 minutes extra playtime (as it is free). Raffle tickets to be sold to Parents and Carers

and carers so they can win the hampers, plus OSSA will provide £100 as a first prize for the raffle. The raffle will be drawn at the last assembly before Christmas. Pictures of the hampers can be advertised, and they can be put on display in the school hall.

Key dates:

- School council to decide themes at next meeting
- Hampers made and decorated by 6th December
- Raffle tickets on sale until 12th December
- Raffle drawn on 13th December

Conclusions:

The event will go ahead

Action items	Person responsible	Deadline
✓ Commence event planning as soon as possible.	Karen D – Overall coordination Jo PH - Raffle ticket sourcing and sales Rosie – school liaison	Commence ASAP

Discussion:

Christmas Gift Stall - We will collect nice gifts at a reasonable price or if anyone has anything good to re-gift please bring it in. The year 6 children will run a gift stall and children in the school can come to buy a gift for someone in their family and the year 6 children will wrap the gift for them. Each gift to be priced at £3.00. We can do this week of 9th December. It will be a good fundraiser and nice for families to receive gifts chosen by the children.

Conclusions:

The event will go ahead and needs someone to assist in organizing it. The gifts will be sourced by the whole team so the main work to be done is working with the school to organize everything the Year 6 children need to do. Plus promoting the events to the school families.

Action items	Person responsible	Deadline
✓ Commence event planning as soon as possible.	If anyone can assist with this, please let us know	Commence ASAP

Discussion:

School Uniform Sale – we have had an amazing response from the request for old school uniform. Discussed having a rail in reception and an honesty box so anyone can take what they need and donate to the school. Another alternative would be to set this up at key events that Parents and Carers would attend – i.e. Parents evening, Christmas shows etc. We have a clothes rail but will need some hangers. All the clothes we have are ready to sell.

Conclusions:

We will go ahead with this as it will raise funds and help families in the school. It is also good for the environment to re-use clothes.

Action items	Person responsible	Deadline
✓ First stall to be at Parents evening	Charlotte S	Commence ASAP

Action items	Person responsible	Deadline
✓ Please bring in hangers if you have any spare at home	All	ASAP

Discussion:

Matched Funding – this is a great way to increase funds, but we are seeing this slow down now. Santander still do this however the amounts have reduced. Are there other companies that do this?

Conclusions:

We should reach out to Parents and Carers to find out if their companies offer this. Send out a letter to Parents and Carers in book bags and parent mail – to ask if their companies do match funding and if they would be willing to work with us.

Action items	Person responsible	Deadline
✓ Draft letter and send out	Jo PH	18 th October 2019

Discussion:

Members / GDPR / Privacy Policy / Social Media

Members

Gone down, mainly due to Parents and Carers leaving the school. No new joiners from year R. List for 2019 finalized from existing supporters and any new can be added if anyone joins in the year

Privacy Policy

Data privacy policy drafted and will be sent round with the minutes. Following this will be published on the OSSA page

Data Audit

Asked if anyone held data on behalf of OSSA (i.e. Parents and Carers, suppliers' details). Some confirmed that they had paper records, but no-one had anything electronic. All records must be destroyed if they have not had consent per our Privacy Policy. However, receipts etc. are needed to be kept for reporting and audit purposes.

Social Media and Publicity

We need help posting on social media and reaching out to the year groups. Please can everyone help with this?

We also need to be communicating what we are fundraising for and what is paid for by OSSA. As many people do not know this. We should all use the notice board, newsletter and talk about it with other Parents and Carers when in the pay ground. Pie chart on notice board. Letters for trips should always state that OSSA subsidize them. Karen D/the school council are working on a totaliser stand design which shows our target for this year so everyone can see what we are aiming for. All agreed £8K would be achievable as we are trying some new activities this year and taking some off – so we will need to see how these go before committing to more.

Buddy System for Events

We would like to start a buddy system for events. This way no-one feels alone when organizing an event and in addition it will provide a good handover when the person running the event wants to move on or try organizing a new event. Anyone that would like to be a buddy for an event please let us know or email the OSSA email address

Action items	Person responsible	Deadline
✓ Communication to be sent to year R Parents and Carers/carers via book bags	Jo PH	End of October 19
✓ Privacy policy to be sent to all on email list after the meeting	Jo PH	18 th October 19

Action items	Person responsible	Deadline
✓ Facebook – a nominated person for each yearbook to post on the dedicated Facebook group page. Claire H – Year 6 Karen D – Year 5 Need someone to help – Year 4 Need someone to help – Year 3 Chrissy and Rosie - Year 2 Charlotte (Jo PH to help) – Year 1	As listed	Ongoing
✓ Reception children 2020 – OSSA presence at welcome event and an OSSA intro at the start of term	Karen, Charlotte and Jo	July 2020
✓ OSSA fundraising targets and spend communications	Pie chart – Charlotte Talking to Parents and Carers – all Notice board – all OSSA members as they wish Trip letters – Karen S Totaliser stand – Karen D/school council	Ongoing
✓ Buddy system – volunteers to support with running an event as a ‘buddy’ to get in touch with OSSA.	All	Ongoing

Discussion:

Financial contribution to the school – Karen S said that they would love to build on the sound system and have outdoor sound plus create a media centre/radio station for the children. It is estimated this would cost around £5,000. We could fund this if we raise our target of £8,000.

Conclusions:

Fundraising to go ahead as planned and lots of communications around how we are doing and what we are fundraising for.

Action items	Person responsible	Deadline
✓ Leaflet to go on notice board and social media to state what we want to achieve/spend money on this year. Check with Karen S if we can talk about the media centre or not for now.	Jo PH	31 st October 2019

Discussion:

Working with Old Stratford Pre School – discussed the fact that the Pre School would like to work with us jointly including a stall at Fireworks and posting on each other’s Facebook page.

Conclusions:

Everyone was ok with this so we will go ahead – as long as event dates don’t clash. Will approve posts on OSSA page from the Pre School and speak to them about working together going forward. Fireworks night TBC – need to have discussions with the organisers.

Action items	Person responsible	Deadline
<ul style="list-style-type: none"> ✓ Pre School Facebook posts to be approved ✓ Stall at fireworks night 	All Facebook admins TBC	Ongoing

AOB:

Going Green – OSSA to be as environmentally friendly as possible. Once the current stocks of single use plastics have been used, we will seek to use sustainable/eco-friendly items whenever possible

Emails - emails will come from the OSSA@oldstratford.northants.sch.uk address going forward and for anyone signed up to receive information from us to check spam/junk folders and to make it a trusted email address going forward. If using this email address please put emails in the BCC field as we should not share email addresses per the GDPR regulations.

Next meeting date – 29th January 2020