



Watermore PTFA Committee Meeting 18th October 2018 – The Rising Sun

Welcome

Andy welcomed everyone to the meeting.

In Attendance

Vic Butcher	Rhian Cable	Simon Way	Jenny Allam
Andy O'Donnell	Janet Hoyle	Yasmin Bailey	Rick Pearce
Catherine Pritchard	Dan Newhall	Lauren Fletcher	Chris Vice
Emma Hopkins	Karen Thompson		

Apologies

Wendy Howse	Lydia Cerguera	Sarah Way
Jackie Novels-Prior	Dan Dunne-Squire	Amy Sumner
Rowan Clemente		

AGM Summary of Appointments

Officers:

Chairperson – Andy O'Donnell
Treasurer – Simon Way
Vice Chair – Lauren Poulter
Secretary – Vic Butcher

Core Committee Members:

Rhian Cable
Catherine Pritchard
Eoghan O'Sullivan
Adam Ghaibi
Lydia Cerguera
Janet Hoyle
Wendy Howse
Karen Thompson
Sarah Way
Rick Pearce

Alternative Funding Ideas

Google Community Grant

Eoghan is applying for a Google community grant, Andy and Eoghan have discussed this and Eoghan is pursuing it.

Matched Funding

This still needs to be pursued so we can maximise the opportunity this scheme presents. We need a volunteer to be a coordinator for this, if anyone is interested please speak to Andy or Simon.

Action: if anyone is willing to lead on matched funding please speak to Andy or Simon.

Andy and Simon are happy to care take this for now but really need one volunteer to drive it forwards. A suggestion was made that perhaps we need to make it clear what PTFA money does and what it funds. We could pick one topic to fundraise for so people know what they are raising money for and then display some sort of 'totaliser' in both sites so people can see progress vs. the target.

Action: Andy to speak to Dan DS and Ian Mathias re building 'totalisers'.

Chris confirmed one more person will match fund last year's summer festival and Simon is still trying to match last year's Gin night.

Rick suggested asking the new build contractors (Midas) if they have a community fund.

Action: Andy will contact them to ask.

Gift Aid

There is nearly £3K waiting to be claimed from 10K events, Andy is working with other committee members to realise this.

Events – New/Repeat

There was general discussion re repeating events we have done in previous years vs. trying new events. It was agreed that it would be good to do one family night and one adult only night and also that it is good to rotate ideas so we are not running the same events every year. It was agreed to run a bingo night as the family event and quiz night as the adult only event. We need a volunteer to lead on the family bingo night, Karen, Jenny & Vic will lead on quiz night.

Action: If anyone is willing to lead organisation of the family bingo night please let the committee know ASAP.

Rick suggested repeating the sponsored walk as it usually happens every 2nd year and wasn't done last year. Janet agreed the school would be happy to do it this year.

Action: Andy to contact Lisa Richards re sponsored walk.

Lydia Cerguera has suggested a Multicultural Festival as a potential new event and wondered if it could fit in with the summer festival? The committee felt it might be better as a new stand-alone event and that it would be good to try this year and if successful scale up once the new school is built as the facilities would be bigger and better.

Action: Vic to discuss with Lydia to see if she is willing to lead on organisation of this event.

Movie Nights

There was a query as to whether these are worth doing as they don't make a lot of money and can be challenging to run. Last year several children had particular needs/concerns which helpers weren't aware of.

Action: Need to state on letter that if children have particular care needs then parent/adult will need to accompany them.

The feeling was that if the children enjoy the event then they are worth doing. There was a suggestion to split the children into 3 age groups but this will need more thought.

Yasmin and Lauren have agreed to continue leading on the KS1 events but we don't currently have anyone to organise and run the KS2 nights. If we don't get any volunteers the KS2 events will not be able to take place. We need to ask for volunteers in the next PTFA newsletter to see if we can generate support, a minimum of 5 helpers would be needed for the event.

Action: Andy to include plea for help in next newsletter.

Action: If anyone is willing to lead the KS2 event please let the committee know ASAP.

Event and Meeting Date Planning

Committee Meetings

The following dates were agreed:

- Tuesday 20th November 2018
- Wednesday 30th January 2019
- Thursday 28th March 2019
- Tuesday 21st May 2019

All the above meetings will take place at 7.30pm in the back room of The Rising Sun.

Events

The following dates were suggested or agreed:

- Winter Festival - 14th December 2018 (Led by Sarah Way)
- KS2 Disco 1 – Early January 2019 TBC (Led by Michelle Dickson)
- Quiz Night – Early February TBC (Led by Vic Butcher, Karen Thompson & Jenny Allam)
- KS1 Movie Night 1 – 6th February 2019 (Led by Yasmin Bailey & Lauren Poulter)
- Family Bingo Night – March 2019 TBC (Need volunteer to lead)
- KS1 Disco 2 – 10th May 2019 TBC (Led by Hannah Manson, Hannah Lumby & Claire Hodges)
- KS1 Movie Night 2 – 22nd May 2019 (Led by Yasmin Bailey & Lauren Poulter)
- Sponsored Walk – Friday 24th May 2019 (led by Lisa Richards)
- KS2 Disco 2 – 18th July 2019 (Led by Michelle Dickson)
- Summer Festival – First Saturday in July TBC, depends on Frampton Festival and space available (Led by Dan Newhall)

Action: Please could event organisers confirm dates with Vic as soon as possible.

Barn Dance

The Mad Hatters barn dance band contacted the PTFA to ask whether we wanted to be involved and support an event in early December. It would be a fund raiser for PTFA (income split between band and PTFA). They would our help in selling tickets and maybe a volunteer or two to help on the door on the night. We could also run a raffle or stalls on the night if we wish. The committee agreed that this feels like a fairly simple opportunity to make money if the only effort involved is marketing and ticket sales. Andy will get a few further details (e.g. timings) before a final decision is made.

Action: Andy to go back to Mad Hatters to confirm further details.

Infant Disco Report

No update available. Catherine and Andy stated that a few comments were put on Facebook pages re the timing of the event. The time had recently been changed to make the event earlier so as to accommodate the reception children but now feedback has been received that this is penalising the older children. Overall we had more negative feedback when the event was later so on balance it's probably best to keep it earlier. The committee agreed to suggest a small change in time so the event would run from 5.15 – 6.45pm providing organisers happy with this.

Action: Infant disco organisers to confirm if they are happy with slight change to timings.

There was also a discussion re the adult to child supervision ratio as one parent suggested a ratio of 1:4 which would make the event less crowded. The committee decided that parents still need to attend with their children.

Winter Festival Update

Sarah provided Andy with an update as below:

- Plans are progressing well and the gathering of raffle prizes is well underway
- A few important things such as Santa are still needed
- We've got a singing group to open the Festival and are hoping that the children will perform a few songs during the Festival, it will need teaching staff support so Chris Hotchin is going to discuss this with the relevant people
- Letter should be going out into book bags the first week back after the October week
- Games room: The hope is that with 2 adults on the door, we could have the year 6s with support from the year 5s maybe to run the games (will be 4 in total in the one classroom). Would the committee support the offer of £50 to the Year 6s as a start for their leavers' jumpers (as we top up anyway) in exchange for filling the games room rota?
- We're only doing 8 reindeer boxes this year rather than 1 per class as there would be so many, we will source, fill and wrap the boxes rather than asking the teachers to do this
- As the children have made Christmas cards this year we aren't going to ask them to do Jolly Cups, we would still like the infants to do Reindeer bags or some other decorations on the brown bags
- Could the Juniors make some decorations such as paper chains etc., a 'Welcome' sign for above the door and signs to direct people around the school (we aren't doing maps this year), these could then be used to decorate the entrance way and classrooms
- Bar licence/stock and mulled wine to be discussed with Chris Vice
- Marquee to be discussed with Emma, ideally this would go up on the Thursday as there is so little time for setting up on the Friday
- Are Mrs Hoyle and the main committee happy if we keep the 50p per adult entrance fee?
- Donations will be asked for on the 7th December, is it ok if this is a non-uniform day?

The committee discussed the update and responded as follows with regard to the questions raised:

- Games room – happy to contribute £50 to leavers' hoodies in return for Year 6 running the games room
- Marquee – Emma agreed this will go up on Thursday 13th December, she will put out a plea for help
- Entrance fee – happy to keep 50p entrance fee for adults
- Donations and non-uniform day – Janet stated the 7th of December may not be a good day for this due to other things going on

Action: Emma to ask for help putting up marquee on 13th December

Action: Sarah and Janet to discuss best day for donations and non-uniform day

The committee also discussed the marquee and the fact that it was very cold and dark last year and bar sales were down slightly which may have been a result of this. Karen agreed to send Sarah details of a good lighting option and Emma suggested we need some form of heating including some way to keep BBQ food warm. Rick suggested asking new build contractors (Midas) to hire heaters for the marquee. It was suggested that insulated bags could be used for BBQ food (particularly rolls as these were very cold last year).

Action: Karen to send Sarah lighting option

Action: Team Winter to follow up re ideas re heating for marquee and keeping food warm

AOB

Summer Festival

The first meeting for Team Summer will take place on Thursday 15th November 2018, 8pm at The Rising Sun, please come along if you'd like to get involved!

Funding Request

Janet asked whether the committee would be willing to fund more workshop type events over the coming year. She doesn't have full details as the moment but wondered if we would agree in principle. Rob Mathias is leading on ecological work and would like to do workshops around that. The committee agreed in principle and discussed the fact that funding this year is likely to be more experienced based.

Lottery Funding

A question was raised as to whether the PTFA can apply for lottery funding? The school can't as they are receiving more than £1M of public funding for new school.

Action: Simon to investigate.

PTFA Storage

The container may need to be moved, it was suggested it could go near science lab but Janet stated probably not as a new pond is planned for there. There may be space for PTFA stuff in the new build but we need to let Janet know what space is required (i.e. dimensions), we need to consider the container and cupboard.

Action: Andy and Janet to look at plans and discuss PTFA storage requirements.

Newsletter

It was suggested that Andy produce a newsletter to introduce himself and to push on matched funding to help raise money for outdoor play equipment for the new school. A target of £20K was suggested based on what we have raised over last year or two. The newsletter should be sent out before the Winter Festival so that can be promoted as well.

Action: Andy to lead on producing newsletter.