



Watermore PTFA Committee Meeting 20th November 2018 – The Rising Sun

Welcome

Andy welcomed everyone to the meeting.

In Attendance

Vic Butcher	Karen Thompson	Sara Oughton	Wendy Howse
Andy O'Donnell	Lisa Richards	Sarah Way	Lydia Cerguera
Judy Tapscott	Catherine Pritchard	Lauren Poulter	Vicki Rodda
Jackie Powell	Rich Pearce	Eoghan O'Sullivan	Rik Gibson

Apologies

Dan Dunne-Squire	Jackie Novels-Prior	Emma Hopkins
Yasmin Bailey	Fionnuala Costello	Nic Ware
Adam Ghaibi	Jenny Allam	Simon Way

Review of Previous Minutes / Update on Actions

- We still need volunteer to lead matched funding.
- Andy has spoken to Dan DS re totalizer, he will design something. Andy to ask Midas if they could build it.
- Still need a volunteer to lead new Family Bingo event – Wendy volunteered and will liaise with Andy re date/timings etc.
- Sponsored walk agreed with school and date confirmed as 24th May 2019.
- Movie Night – Dan Bailey has volunteered to lead this event, Andy has contacted him to discuss the process etc. no reply received as yet.
- Barn Dance – decided couldn't support this year due to short timescales and also timings (8pm start too late for kids), may support a future event.
- Storage – Andy and Janet in discussions, ongoing.
- Newsletter – Andy halfway through drafting.

Christmas Festival

An update was received from Sarah as below, overall everything is in place and all is going well!

- Timings are 4.30 – 7.30pm, stalls shut about 7pm, bar will remain open and raffle called etc.
- 2 Santas in place, there will be 2 separate sessions with singing from the children in the middle.
- Making day in school is Friday 23rd November, children are making the following:
 - reindeer bags (KS1)
 - jolly cups (Yrs. 3 4 5)
 - name tags for adopt a teddy (Yr. 6)
- Donations day on 30th Nov.
- Andy has booked extra bin for 14th, won't take glass so need to recycle it ourselves.

- Prizes from last year found in cupboard so haven't had to buy any new (also using up old reindeer bags and jolly cups), this will help reduce expenses this year.
- Sarah to contact Steve re risk assessment.
- Marquee going up on Thursday 13th, Emma organising volunteers.
- Sarah has discussed bar with Chris.
- Sarah needs electric heaters, if anyone has one she can borrow please let her know.
- Discussion re using cool box to keep food warm (works to keep warm as well as cold), rolls particularly were very cold last year. Lauren may be able to get hold of big cool box.
- Bottle hoopla – bottles required please!
- Volunteers – lots of staff volunteers, the winter team and Sarah will ask for more help next week via letters going out from school.
- Karen will get spare key cut for PTFA cupboard as original still missing.

Action: Sarah to contact Steve re risk assessment

Action: Anyone willing to lend an electric heater please let Sarah know

Action: Lauren to try and source big cool box

Action: Donations for bottle hoopla to Sarah

Action: Karen to get spare key cut for PTFA cupboard

Christmas Cards

Catherine provided an update, there were 87 orders at last count, estimated profit of £200 which is what was hoped for.

Chocoholics

There has been a steady trickle of orders.

Event Updates

Junior Disco

Date confirmed - Thursday 24th Jan 2019, Michelle Dickson leading.

Quiz Night

Date confirmed - Friday 8th February 2019, will be similar format to last year and we'll start with ticket sales in school then widen out to village if needed.

Action: Karen to ask Simon Gregory to be Quiz Master

Action: Catherine to put date notification on Facebook pages

Multicultural Festival

Lydia has agreed to lead this new event and the plan is to bring different cultures (languages, food, dancing etc.) together. The original thought was that this could be part of the 2019 summer festival but initially the committee felt it would be better as a stand-alone event.

The school are very supportive of the idea in general but it will need to fit in with other plans. To really involve the school and children they would need plenty of time to plan. Discussions were had re parents coming into to school to for example teach children a song, again this would need lots of planning if all classes were to benefit and would need to take place over take a few days as couldn't necessarily get all classes organised for one day. In light of this and all the things going on at school with the new build they would prefer to leave this event until the 19/20 academic year.

It might be possible to plan this as a big event to celebrate the opening of the new school. It was suggested spring 2020 would be a good time to do this or perhaps we could use it as a theme for the 2020 summer festival (we will need new lead for Summer Festival that year).

Discussion was had as to whether this is going to be a fundraiser or just a cultural event for children. The general feeling was that both would be good, the PTFA could spend some money on cultural

events in school and it would be nice to build up to it with different food at lunchtimes (query as to how much input we can have into school menus, Lisa said it might be possible with plenty of notice). The decision was made to hold off this year putting on a multicultural event this year but to explore it further for the 19/20 academic year.

Summer Festival

Date confirmed - Sat 6th July 2019, theme is Myths and Magic e.g. Greek mythology, Harry Potter, trolls etc.

Dan asked whether the school would be able to support in the same way as previous years e.g. making flags/bunting etc. Lisa said they would be happy to do same as usual.

The team are thinking about space and how we will accommodate the building work and reduced space etc.

Might show live tennis – Wimbledon!

Event Profits

Andy hoped to be able to share final figures for the 10K but final expenses have yet to be submitted.

Action: Chris to submit final expenses

AOB

Google Software for Not for Profit Organisations

Eoghan informed the committee he has a background in tech and would like to support the committee to make things easier on event teams etc. Google will supply free software for not for profit organisations which we qualify as. If we are able to get this software it would mean a lot of event organisation would be simpler e.g. ticketing, online calendar for helping slots, Father Christmas visits etc. The software we could access would also allow us to be GDPR compliant without having to do anything.

We need to set up a more official email which could be done via having a PTFA email through school. The committee agreed we should investigate if we can have ptfa@watermore.org email address.

Action: Andy to ask Janet if this is possible.

If we can't have a school email address then we can set up a domain – no issues or objections were raised.

Eoghan will continue to pursue this option and if successful we can trial it for quiz night in February 2019.

Messages from Janet

Lisa updated the committee re messages from Janet:

- Janet is looking to have meeting with a couple of governors, staff and PTFA re the outdoor area of the new school and climbing equipment. May get company like Pentagon to attend and look at costs. Would anyone volunteer to attend a meeting before Christmas? Lauren, Sarah, Lydia, Andy and Karen all volunteered. Lisa will feed back names to Janet and she will email them re dates.

Action: Lisa to feedback names of volunteers to Janet.

Action: Janet to liaise with volunteers re date of meeting.

- Janet also asked if the PTFA would be happy to support with funding for new books for the new school as she is thinking of a new library. Andy asked if costs were known, Lisa stated not yet as it's just an idea in theory. Historically members of the committee have objected to funding books as it was felt they should be funded by the local authority however the committee agreed in principle to contribute to funding for new books. Rich suggested the committee could fund the library itself, there are lots of innovative ideas re shelving etc. This will all depend on costs and the priority of funding requests are received.

Makaton for Santas at Christmas Festival

Lydia offered to teach the Santas for the Christmas Festival some basic Makaton so they can communicate with children who use Makaton. Sarah to follow up with Lydia.

Action: Sarah to follow up with Lydia.

Newsletter

Andy is halfway through drafting the PTFA newsletter, if anyone has items they would like included newsletter please let him know ASAP.

Action: Inform Andy of any items for newsletter.

Year 6 Leavers Hoodies

Dan asked what was happening re Yr. 6 hoodie fundraising. Sarah informed the committee that if Yr. 6 children help run the games room at Christmas festival then we will make donation for hoodies (this was agreed at the last meeting). The initial donation will be £50 but they will probably need another top up and so Yr. 6 will need to do something else to contribute. We need to ask them if there's something else they would like to do - Rik will do this as class rep.

Action: Rik to speak to Yr. 6 children and teacher re fundraising ideas.

Date of Next Meeting

Wednesday 30th January 2019, 7.30pm, The Rising Sun.