

## Baildon Church School PTFA Meeting

Date: Monday 19 October 2020

Time: 7pm

Location: Zoom call

Chair: Emma Jasper

Vice-Chair: Liza Stead

Treasurer: Amanda McCarthy

Secretary: Sarah Rimington

Attendees: Mrs Savage, Mr Holliday, Jane Clough, Kelly Hargreaves, Emma Jasper, Sarah Rimington, Clare Vickerman, Amanda McCarthy, Laura Baxter, Elan Ingham, Paul Parkin, Nikki Scott, Jenny McVey, Alice Pilkington, Wez Little, Gemma Stead

Apologies: Liza Stead

Welcome and thank you to the new parents joining us at the meeting.

### Update from last meeting:

- Class Representative places filled – a number of new parents filling early years and previous class representatives staying in place in older year groups. New reps added to PTFA facebook group.
- 14 new people signed up to easyfundraising.com
- Currently no offers to fill vice-chair position.

### Accounts:

- £5000 in bank account. Commitment of £3900 to subsidise school trips. £1100 available.

### Online Fundraising schemes:

- Need to continue to push easyfundraising.com in newsletter in the run up to Christmas. **Sarah** to send **Emma** adverts for newsletter. Nikki suggested to make more details of scheme visible to parents.
- Also need to publicise links for Amazon Smile and Stamptastic, which also pay us a commission. **Sarah** to send **Emma** adverts and details for newsletter.

### Matchfunding:

- Need to continue to find parents with matchfunding schemes at their workplace. One parent came forward after newsletter to say her and her husband have scheme through Lloyds. Nikki also has scheme through Skipton Building Society.
- **Amanda** is going to liaise with parents to advise how scheme works. Will be slightly different to previous years due to mostly virtual events, but we should be able to attach funding to the events we run.

### Virtual Disco:

- Emma has set up online donations through parent pay with office. Parents can donate up to £5. Song requests to be in by Friday in time for Sue to put together.

- Discussion on set up of the scheme and parents might think they have to donate £5. **Emma** to have another look at it and **Mrs Savage** to add note in newsletter advising it is any donation up to £5.
- Discussions around maximising donations. **Emma** to speak to Sue about reminding parents about donations at start of disco and payment system to remain open until end of disco.
- Alice suggested giving something tangible to children to raise excitement and donations, possible popcorn and glow sticks. **Jane** to look in PTFA cupboard to see what stock we have left. Trying to move away from single use plastic but think we have some glow sticks left over.

#### Online Raffle:

- Concerns raised by Lisa about asking businesses for raffle prizes this year. Agreed that we need to be selective and sensitive in asking.
- Could we ask businesses that have done well and have community funds e.g. supermarkets and make hampers.
- Sarah offered to check about holiday in Welsh holiday cottage, Clare suggested adding voucher for meal locally, we could also buy Zipworld experience to go with it. Investment in top raffle prizes have worked in past.
- **Wez** said he is happy to work with **Lisa** to source prizes.
- **Emma** is looking into online raffle sites and checking for fees.
- **Amanda** to check our annual small lottery licence for any rules around online raffles.
- **Emma advised raffle will be postponed until Easter 2021.**

#### Christmas Cards:

- Shipley Print, who we used last year, have gone out of business. Too late to shop around and prefer to use local company after being let down in previous years by large national companies.
- Sarah asked Elan along to tell the group about a local company that we are going to use – The Dandy Arthouse. We have seen the products and they are a good quality and offer a real variety of gift options as well as cards. Parents order online and we get 10% commission.
- Elan advised it works best if children do artwork in school, Mrs Savage has concerns over time. **Elan** to speak to the Dandy Arthouse to see if they can give us an extra week's turnaround for artwork and also put some ideas together for simple artwork and liaise with Mrs Savage. Elan to ask Sarah for help as and when needed.

#### Christmas Secret Room:

- Jane is working with Liza to prepare the secret room. They have had a conversation with East Morton School and have a good idea of how to run it. Mrs Savage said East Morton had uptake of approx. 80% of parents.
- Jane wanted to check what funds are available to buy up front, Amanda advised around £1000.
- Concerns raised about buying gifts up front and discussions around pre-ordering.
- Letter to go out 2<sup>nd</sup> week back.
- Wrapping paper – Sarah advised we've had a large donation for last few years, think from Mrs Boggie's acquaintance, **Jane** to investigate. **Jenny** also has a contact that may be able to help.

#### Father Christmas Messages

- Discussions over how this would work and complications. Decided it was a school class based event rather than PTFA. Passed to Mr Holliday.

## COVID Grant

- We were given grant of £250 to spend specifically related to covid. Need to advise how it is going to be spent.
- Various ideas discussed, including community related, covid lockdown memory book for children. To be looked into further by **Mrs Savage**

## Children's Christmas card replacement / decorate a Christmas tree

- Jenny raised an idea to replace children giving individual Christmas cards to friends, which will be more difficult due to covid.
- Large Christmas tree cut out pinned to classroom doors and children give small donation for a bauble to decorate and add to the tree.
- Mrs Savage agreed to cash donations. Also ensure that those children who don't have a donation also do get a bauble. 451 baubles needed.
- **Jenny** to lead on activity and get letter out mid-November.

## Communication with parents

- Sarah suggested we communicate with parents what we have raised money for over past year and what we are raising money for in future as we have a lot of fundraising activities going on. **Sarah** to talk to **Amanda** about infographic for newsletter in new term.
- **Wez** suggested we look at doing a survey of parents to see how they like to be communicated with regarding PTFA and how often. Also raised idea of visual display like with blue peter in school. We have done this in the past and will look at again.
- Discussion about methods of communication. What's app etc. Concern over being bombarded with messages, Wez advised can set for one way communication only. **Emma** to look into.

## Fundraising Priorities

- Current priorities are subsidising school trips and internal decoration of some areas of school that are looking very tired.
- Last year we focused on external areas and IT equipment.
- Mrs Savage would like to focus again on fundraising for library – we had to pause this a couple of years ago due to other more urgent demands for funds (e.g. playground areas).
- In New Year we will relaunch library fundraising appeal. **Mrs Savage** to get quotes for full remodel and advise what funds we need to raise.
- Caroline Darnbrook offered to do an Usborne Books fundraiser.
- **Laura** offered to look into WHSmith grant for books.
- In new year once we have information from Mrs Savage we will look at other grants etc. available.

Next meeting 16 November 7pm via Zoom.

Minutes taken by Sarah Rimington