



Monday 17th January 2022 at 7pm via Zoom

Present:

Emma Jasper (Chair)
Kirsty Ibbitson (Vice Chair)
Gemma Stead (Secretary)
Wez Little (Treasurer)
Jenny McVay (Social Media Officer)
Katie Savage

Apologies:

Amanda McCarthy

- **Welcome all**
- **PTFA Roles, Constitution & Code of Conduct to be agreed:**

Emma has already emailed the committee on 02/11/21 with the role descriptions which need to be agreed and signed off by Emma.

Action – To read the email and reply to EJ to confirm happy or any amendments to role descriptions for the committee members. AM, WL, GS, KI, JM, EJ by 24/01/22

As a charity we need to have a Constitution and Code of Conduct in place – Kirsty has started this and is still working on it.

Action – To complete draft of constitution and Code of Conduct for consideration and approval. KI, by the next meeting.

- **Class Reps to share info within each class/year message networks– add to What's App groups.**

Nursery - ?

Reception – Kirsty Ibbitson

Year 1 – Gemma Stead

Year 2 – Joanna Haughton, Kelly Marie Little, Emma Jasper

Year 3 – Jen Dennison, Helen Waterhouse

Year 4 – Joanna Haughton, Emma Jasper, Gemma Stead

Year 5 – Emma Arnold

Year 6 – Sue Bell

Still a gap in nursery year group, all others covered happy to continue with class/year rep role.

Action – ask Becca Mountain (Toby's parent) to look into nursery WhatsApp group and be a class rep. JM asap, by next meeting.



- **Has anyone received any feedback on the events we ran and the panto we provided in the winter term?**

Christmas time Panto – 2 showings was provided one of which was watched within school. Katie shared that the KS2 teachers were unsure if the older year groups would enjoy the panto, however it was enjoyed by all - up to year 6. Katie felt it was a nice thing to have for the last day in school and lead up to Christmas.

Panto for home - Heard some good feedback from parents who appreciated having this as a calm, time filler for children during the holidays. Could do with more feedback from children and parents.

Action - get in touch with panto company to request the number of hits. EJ, by the next meeting

Action - to ask for feedback on social media and bring feedback. JM, by the next meeting

Santa grotto

Comments that the presents were 'very' boy or girl and not fluid. Katie shared that 450 presents were donated so this was accepted. No further comments yet but the children particularly the younger year groups seemed to really enjoy the experience.

Action - to ask for feedback on social media and bring feedback. JM, by the next meeting

Secret Santa

Issue raised with staff volunteers having to pay for presents and then claim back which can take some time and is not great for them during the Christmas period. Need to agree to be able to use PTFA card going forward. Agreed to get a thank you card and gift for Liza Stead, Kelly Hargreaves and Jane Clough for running this event again. The event seemed to go well, the children enjoyed it and a significant amount raised. PTFA happy to help more in the future but haven't been able to due to Covid numbers over the Christmas period.

Action – to get 3 cards and gifts (bottle) for the 3 staff. GS, asap this week.

Action - to ask for feedback on social media and bring feedback. JM, by the next meeting

- **Accounts**

We need to raise £3900 annually to cover school trips and any excess is to go towards library re-fit approx. £12,000 to £15,000 is needed for the library re-fit.

School trip monies for 21/22 have now been paid.



Accounts – balance as at Monday 10th January 2022 = £7037.24 – there is raffle money of £684 and PayPal cheque for £436.25 to be received by bank expected end of January therefore balance will be £8157.49.

There is now approx. £7522 in the account. The PayPal cheque has been banked so should show in the account soon. Awaiting Raffle money to come in which will take the account to approx. £8200.

Outgoings:

- Agreed that we will not provide Easter eggs for all children this year this is something that has been done during Covid as an extra treat, this will save approx. £300.
- The library will be the biggest outgoing and we are aiming towards achieving the funds by the end of July? There is potentially already £4000 in the pot for the library.
- No other outgoings

Pat on back to all – for having this amount within the account despite the challenges and during covid and we have still been able to achieve some nice things for school, children and parents.

Action - to confirm accounts position. AM/WL, at the next meeting

- **Bank Account needs 3 signatories.**

Signatories for the accounts are currently Rebecca Norfolk and Marie Egars. Proposed that this will change to AM, WL and GS. There have been some issues with Santander Bank in organising this but is being worked on.

Action - To provide relevant details and docs to AM. WL and GS

Action – to make arrangements for signatories. AM, asap

- **Easy Fundraising**

Currently 112 supporters, raised £31.82 in last 30 days, Total raised so far £974.01 as at Thursday 13th January 2022

There is a 90-day delay in money coming into account which explains discrepancies in what Easy Fundraising says we have raised and what is received in the bank. We will report on what has come into the account/hit the bank already. Hopefully we may have a booster to come from Christmas spending, this will be reported next time.

It was also mentioned that people are having to query some of their donations that haven't registered properly on individual accounts, if for example people use Easy fundraising on their phone.

There is a poster re. Easy fundraising in the notice boards and has been promoted on social media.



- **Amazon Smile**

Total raised is £345.24, the last payment of £79.20 was received in December. Amazon smile is paid in quarterly. Hopefully there will be a further increase with Christmas spending.

There is a poster re. Amazon smile in the notice boards and has been promoted on social media.

- **Printer Cartridges**

Raised £85.75 in the last collection, total raised £159.50 across 2 collections since inception in June 2021. There has been another collection in January, but Gemma is awaiting the outcome of this the process from collection can take a few weeks.

Some local businesses are supporting and will provide their cartridges but haven't received much. Still a worthy fundraiser and to continue to promote. Some feedback has been that people are confused by asking for 'genuine' cartridges and toners only, Gemma has suggested that this be removed from the newsletters etc and ask for 'all' used cartridges and toners as these can be sorted out pre collection. Agreed to let the green points build up Gemma will link in with Julia McCaul re Eco plans.

Action – to link in with Julia McCaul to make her aware of the green points. GS, by the next meeting.

Action – to update the notice board when the new certificate is provided and update position at the next meeting. GS

Action – to remove 'genuine' from the newsletter and ask for 'all' cartridges and toners. EJ

- **Notice Boards at both school entrances**

Boards are now re-done cleaned, new backgrounds and some posters. Thank you, Gemma. To try to keep this up to date and ensure things are promoted in the notice boards. More images would be good in the future when we have them from events. The library promotion will need posters.

Action – to keep the boards up to date. GS, ongoing

- **Twitter and Instagram**

Twitter – currently 45 followers

Instagram – currently 94 followers

There has been an increase in the number of followers, but this still needs to be pushed further.



Action – to verbally and in WhatsApp groups encourage parents to follow on social – all.

- **Library Refit – We need a new home for our books! Go Fund Me Page**
 - Library – company need to have between 12-15k in place in the bank before they will come in. Will need to get 3 quotes as the amount is over 10k.
 - Decided to progress with Buy a brick to raise money for the school library and a go fund me page is needed for this. It will be £5 a brick. Discussed the options for setting up a go fund me and would need a charity with gift aid such as Just giving or consider charities with PayPal giving fund Uk. The sponsored walk and birthday funds - gift aid was added. PayPal also links with zettle which we have so it could be useful and PayPal/zettle doesn't ask for lots of details, which has been a concern to people previously.
 - Giving charity needs to be in place asap by half term so this can be promoted in time.
 - To promote 'buy a brick' Community wide not just within school, need to do this also at the Farmers market stall.
 - Miss Brace has agreed to support with the buy a brick campaign launch.
 - What does a brick get you? To consider names going on to a plaque?
 - Sarah Daniel has put together a poster to promote.
 - We can also use a thermometer to see visual progress.
 - Jen suggested sending all children home with a letter and a Lego brick to promote.
 - Wes suggested speaking to Marley Hut and see what they learnt from doing the same scheme.

Action - Wes to look into and also work out if it is a set donation or can buy more than one brick in a transaction and send info on options so we can decide on which to use. WL, by 24.01.22

Action – Contact Marley hut for information and advice. WL, by 24.01.22

Action – Lego brick and letter to be prepared to send out on 3rd march for world book day. JM/EJ

Action – to look into QR code. WL

Action – Giving charity with gift aid to be in place ready by the half term. WL, 14.02.22

Action - Speak to Cannon Sandra to promote within church. EJ

- **Baildon Farmers Market**



- Emma has applied for a pitch on 26th March which is the day before Mother's Day. If we don't get a stall, we could do our own stall on a Friday after school, the farmers market should be confirmed by next week.
- Ideas to do a Chocolate tombola. A discussion has already taken place with Jill Swift who has confirmed that we can do a chocolate tombola on the stall. To get chocolate donations from a non-uniform day, date TBC as Katie said that there is also comic relief in March, but this could be different to a non-uniform day. It was suggested for the tombola for ease that people could receive a ticket with the numbers 0 and 5 and we could mark up the gifts to be chosen from, rather than ticketing everything up and people searching to find your number. On the other hand, it was suggested the search is the fun bit on a tombola.
- Emma had spoken to Morrison's who said they will be able to provide some free boxes of daffodils for us to sell at the market for Mother's Day gifts.
- Also use the stall to promote 'Buy a Brick' to the wider community.

Action – to identify a date for non-uniform day and chocolate donation. KS

Action – once the stall is confirmed to identify helpers and action plan to prepare for the stall. All

Spring Term

- **Bag2School**

Emma has looked into this and alternatives. The bag school company are offering to school a 40p per kilo increase so agreed to use these again. Collection this half term, date to be agreed.

Action – date to be identified and promote. EJ – confirm date, GS – to do the notice boards, JM to do social promotion, reps to promote in groups.

- **Persimmon Homes Grant**

This is a grant potentially available with up to £1000 so needs looking into. They will require 250 words about our charity.

Action – complete grant application. WL, February.



- **WH Smith Grant**

WH Smiths grant for books – Wes has tried to look into this and there is nothing at the moment being advertised. Wes will email and query.

Action – to contact WH smiths to enquire about the grant. WL, by February

- **Disco**

Was moved to Spring term. Mrs Adams has volunteered to be our in-house DJ or use Nen at A Class Discos 07801 533632 – recommended by Kelly Marie Little.

Agreed Disco's – now on further hold due to Covid – move to autumn/Winter term and aim for Disco's mid-October.

- **Promotional Video**

Proposal for year 2 children to do a promotional clip for the PTFA and 'Buy a brick'

Action – to produce clip. EJ/EJ

- **Penalty Shoot Out**

KS & Mr Shepherd said that Fisical have been approached and have said they will run a Penalty shootout for us in school just need to decide when. Discussed it could be Bradford city or Fisical that run this with school.

Katie has said this now needs to be postponed due to other sponsor events planned - Invictus games champion with a launch to sponsor for equipment for school.

Other options still to consider:

- **Co-op Community Fund – to be applied for in May 2022 – KI**

Summer Term

- **Summer Ball - Adult Fundraising Event**

EJ has spoken to Matt H and a ball has not been mentioned yet?

- **Summer Fayre**

Mr Halliday is looking into a month of activities and different options for this period of time so a Fayre would need to coincide with this. We would need to confirm if inflatables would be there for summer fayre otherwise may not be enough to offer. Suggested we could consider a fayre during the school day for children bring pocket money. However, this



wouldn't get the usual bar profit and we would likely struggle to get volunteers at this time of day.

- **Baildon Carnival and Procession – Summer 2**

Agreed PTFA would like to be involved, possibly with some stalls at the carnival. To look into this further and look for volunteers.

Other options still to consider:

- **Break the Rules Day / Non-Uniform Day/ Fund Raising - EJ**
- **Alpaca event – WL**
- **Morrisons Grow Tokens**
- **My Clothing – for Summer Term 2**
- **Stampastic – for Summer Term 2**

Autumn/Winter and Future

- **Happy Circus – propose Summer 2023 with Sandals – EJ**
- **Your School Lottery – Leaflets – EJ**
- **Saturday Brunch / Breakfast Event – KI**
- **Farm Event**
- **Aviva Community Fund – Hoyle Court is doing for playground**
- **Auction - Mr Cottrell suggested an auction and he could be the auctioneer. Would need prizes etc. Jen to see if local pub venues would support i.e. Freddie's, the bull?**
- **Krispy Kreme Doughnuts – you can pre order a batch of doughnuts and have delivered to school and a cheaper rate and sell for profit, could make 50p a donut.**
- **Harley weekend – Jen to contact and see if we could tap into anything.**

AOB

- **All paperwork from the PTFA cupboard has now been sorted through (EJ, AM, GS) necessary shredding and archiving completed.**

Next meeting 7th March 2022 (face to face hopefully, Zoom if not able to due to Covid)