



Monday 7th March 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 (school Head)

Sue Bell

Apologies:

None received

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

Emma has highlighted that some Issues have arisen which need to be considered and suggested that the Committee meet/discuss together outside of this meeting to resolve.

Action - Committee to meet or virtually discuss and confirm roles etc. WL, GS, KI, JM, EJ. ASAP

- **Class Reps to share info within each class/year message networks– add to What's App groups**
JM Nursery - Possible Beth Boocock?, Reception – Kirsty Ibbitson, Year 1 – Gemma Stead, Year 2 – Joanna Haughton, Kelly Marie Little, Emma Jasper, Year 3 – Jen Dennison, Year 4 – Joanna Haughton, Emma Jasper, Gemma Stead, Year 5 – Emma Arnold, Year 6 – Sue Bell.

Nursery rep needed – Somebody has been sharing information, maybe Helen Waterhouse.

Action - to find out who has been sharing and confirm if they are happy to do year group rep for nursery. JM, by the next meeting

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

Previous verbal feedback received (last minutes).

Emma asked Eva Long Productions how many “hits” we had but they cannot give us this information unfortunately.

Polls on Instagram – all positive, no negative views. Many people forgot about the 2nd panto in the holidays, need to consider if to do this again.

Action - to get feedback from year 6. SB, by the next meeting.



- **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 –**
school trip monies for 21/22 have been paid
All excess money within the account is towards the library re-fit.
- **Accounts –**
balance as at Monday 3rd March 2022 is £7732.38 – Raffle money of £684 received, £31 from Empties Please, £86 from Easy fundraising and £117 from Amazon Smile. £3000 of this has been earmarked for the Library Campaign AM/WL
Currently £7,732 hold 3,900 to be ahead for next year.
- **Bank Account signatories and card holders** now changed – AM/WL/GS
Use of bank cards – will be signed out. Process for this needs to be firmed up.
Action - arrange discussion with Phil and set up process. GS
- **Easy Fundraising** – currently 113 supporters, raised £40.06 in last 30 days, Total raised so far £976.78 as at 4th March 2022
£86 over last 3 months.
Action – continue to promote on social media, JM ongoing.
- **Amazon Smile** – Total raised £542.36, last payment of £117 received in February 2022, paid quarterly
Action – continue to promote on social media, JM ongoing.
- **Printer Cartridges** – raised £31.25 in the last collection, total raised £190.75 across 3 collections since inception in June 2021.
Another collection is ready to be collected. The process for collection/delivery etc is taking longer than previously.
The cartridges are raising more than toners.
Emma and Gemma have frequently promoted through a variety of ways, but we could do with more. It was suggested that some children could perhaps complete some posters for recycling and school to encourage children to ask their parents if they have any cartridges to recycle from work or home.
Action – speak to Julia McCaul (Eco lead) to see if some children could do a poster. GS asap
Action – continue to promote on social media, JM ongoing.



- Notice Boards at both entrances – GS has kept these up to date

The Banner at the front entrance has been removed so the board is more visible. Boards up to date with library re-fit and build a brick information.

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

- Go Fund Me Page **WL completed.**

An email has been received to PTFA from go fund me – asked if they want the buy a brick promoting nationally. Is there a charge?

Action – to look into and any small print, EJ.

- **Twitter** – currently 46 followers – up by 1
- **Instagram** – currently 98 followers – up by 4
- **Library Refit – We need a new home for our books!**

Buy a Brick launched on Friday 4th March – received well – donations at **£315** as of Friday 4th March at 1pm.

This is a 12 – 18 month project but needs to be driven now.

Lots more donations now, so far over £800, some names are not recognised which suggests other donations not just from school parents. The Lego brick with a letter home was something different and exciting for children – well received.

All donators will be commemorated on the wall, so year 6 will also benefit in this way if they support.

Sara Daniel completed some fabulous images and there is a video which Jenny is now sharing on social media.

Go Fund Me page with a link and QR code is in place.

Do we want GoFundMe marketing to promote?

Mrs Morgan with school council is writing out to businesses to see if any support can be given, templates have been provided.

Could the church help with promotion?

Action - Email to Sandra to put something in the church newsletter, EJ and Sarah Daniel to help

Action – get an update on Mrs Morgan's letters to businesses. KS, asap



Action – continue promoting buy a brick on social media. JM, ongoing

- **Baildon Farmers Market –**

Pitch booked for 26th March – chocolate tombola, flowers for Mother's Day and buy a brick.

To push community groups promotion – on the farmers market day.

Non uniform Day for chocolate donations on Friday 25th March.

Some Flowers being donated by Morrisons will need collecting on Friday 25th March.

Tombola: Ticket up all chocolate, 0s and 5s win. £1 for 5 goes/tickets.

PTFA Bunting? Olivia Padget works at the Shuttle, ask for off cuts to make bunting?

Actions for farmers Market:

Letter for non-uniform day and chocolate donation. EJ, asap.

Get Tombola wheels and Raffle tickets from PTFA cupboard, EJ.

Friday 25th March to ticket up chocolate prizes, EJ, GS, JM, KI.

Record sheet for anyone at Farmers Market who buys a brick by zettle, EJ.

Agree on Prices and Set up zettle payments for bricks, tombola and flowers, JM.

Need to find out if gazebos are included on stall, EJ.

Print out signage and QR codes for stall, EJ.

Prepare float, GS.

Progress Tracker and Poster to go on Noticeboards at school, GS.

Collect flowers from Morrisons. KI, 25/03/22.

Provide ribbon for the flowers. WL

Get school flags from Mr VDG. GS

Contact sign company in Baildon, Sarah Daniel has done the logos which can be used. WL.

- **Match funding**

Any more than the 3 match funders? Any bigger companies who could match fund?

Action - Plea on social media, JM.

Action – apply for match funding, WL. asap



- **Year 6 leavers –**

communication taken place with parents. Ideas include planting a tree in the community garden or church. Photo books has previously been a lovely idea, but time consuming and get sat in a box, there are also not as many photos available due to Covid restrictions. Instead it has been suggested to have a Photo booth at leavers party? Cheapest £400. For both booth and a tree would be approx. £500. PTFA have previously agreed £350 contribution. PTFA wouldn't usually do legacy things i.e., Tree. Photo booth £400 for 3 hours, would need to ensure managed well so that all children get a chance. Sue could check if limited amount of photos. Booth would be for the school leavers party in school. Agreed PTFA will fund up to £400 for the photo booth.

Action - office to confirm the date of school for Sue to book the booth, KS.

Action – Sue to organise photo booth hire, SB.

Spring Term

- **Bag2School – completed**

Raised £274 and collected 685kgs

Doing this on a Monday morning worked well. Message sent from school as a reminder on Sunday helped also.

- **WH Smith Grant – to be applied for in February 2022 – WL**

Wes has emailed to enquire as window for this has not opened, still not yet available. Wes has applied for 9 other match funds.

Action – Arrange access to portal and join platform with other PTFAs, WL. By next meeting.

Action – progress match fund applications and update at the next meeting, WL.

- **Disco – Do we need to do this for early years asap?**

Focus to be on the farmers market and then on summer fayre and get volunteers for that. Katie shared this will be a festival theme. Bridget organised virtual Soar, so will get inspiration from this. Raise aspiration from people who have left school and do music. Request for PTFA to be communicated with asap regarding the date and plans for this.

Action – To share plans for summer fayre with PTFA, KS.

- **Promotional Video –**

propose year 2 children to make a video for buy a brick campaign. Still outstanding.

Action – arrange video clip. JM / EJ.

- **Co-op Community Fund –**

To be applied for in May 2022.

Action – application to be completed. KI, May.



Academy –

Katie shared info ahead of the meeting. Explained this will be no different for the PTFA and our roles and plans. The main difference is that the school monies goes to BDAT and then to us. For any building work this would previously be a bid to the diocese but will now go straight to BDAT. It's the same money but from a different place. As a Trust we have responsibility to ensure accounts are checked yearly, LA's should do this anyway. Church school will still have own accounts. This is more opportunity to engage with other PTFAs.

Summer Term

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

Saturday 9th July 2022. Tombola? Other ideas?

Action – Plan and identify volunteers. PTFA next meeting.

- **Morrisons Grow Tokens**
- **My Clothing – promote Summer Term 2**
- **Stampastic – promote Summer Term 2**

Future

- **Happy Circus – propose Summer 2023 with Sandals – EJ**
- **Your School Lottery – Leaflets – EJ**
- **Saturday Brunch / Breakfast Event – KI**
- **Penalty Shoot Out – KS & Mr Shepherd**
- **Break the Rules Day / Non-Uniform Day/ Fund Raising - EJ**
- **Alpaca event – WL**
- **Farm Event**
- **Summer Ball - Adult Fundraising Event**
- **Aviva Community Fund – Hoyle Court is doing for playground**
- **Any other ideas?**

NEXT MEETING: 9th May 7pm, School Hall.