

# St Mary's PTFA

## Meeting 1 27/01/2010

### 1. Welcome and Introductions, Apologies

Leanne Oxley (LO) welcomed everybody to the meeting. A number of Mums had asked her to devise an email to encourage the reformation of the PTFA, hence the email widely circulated the previous week. The email introduced Leanne and gave an outline of PTFA activities that she had experienced via her child's previous nursery, and suggested that we may be able to use some elements of this model to benefit our own children at St Marys.

At this point everyone introduced themselves and outlined their own connection with the school, either as parents and/or employees.

Apologies were received from: Paul Barnaby, Michelle Cuttall, Teri Flavel, Jay Charles and Sharon Bide.

### 2. Overview of events in typical year

LO noted the great success of the book sales last term and outlined some of the events and activities that she had knowledge and/or experience of. She feels that any money that is raised should primarily be for the benefit of the children, and as a committee or group we should choose how monies are spent.

A general discussion took place between the attendees and the following points were put forward:

- there is a strong ethos in the school about working together and the PTFA should support this
- subsequent meetings should decide what activities are to take place and be organised in the long term
- we should be realistic about what we can take on initially, however we are keen to stamp our presence in our first term
- LO suggested we have an Easter Fair (discussed further in Section 6)
- there was general agreement that to initially keep events simple and not too big. Janice Pearson (JP) noted that often historically more had been made in 2 hours than in a whole day
- we should aim for a summer fair, to be held in conjunction with sports day as virtually every child has a parent attend. Linda Heaver (LH) has also mentioned sports day as an ideal time to run a concurrent event. Following last year's downpour it was suggested that gazebos could house each stall. Kathrin mentioned that the PTFA had purchased gazebos in previous years, however Jane Busby was unsure if the school still had these

- JP noted that we should ensure that events don't clash with others in the school calendar, and she was happy to act as a liaison in this respect
- LO suggested that we have a project team per event that would organise and co-ordinate, asking for assistance where needed

### **3. Charity status of the PTFA**

LO noted that the PTFA is not currently registered as a charity and without charitable status we cannot receive its benefits, such as tax relief etc. In order to be able to register as a charity the PTFA income would have to be in excess of £5k per year, which LO feels is achievable.

As part of this registration it was felt that we would probably need public liability insurance, LO intended to look at this issue. LO suggested that we could join the NCPTA (National Confederation of Parent Teacher Associations) which provides both insurance and advice for about £90 a year. Kathrin Garment (KG) confirmed that we are already members and that the renewal is due. It was decided that this should be done as soon as possible by the new Treasurer.

### **4. Financial position**

Kathrin Garment (KG) provided a report outlining the current financial position:

Cash balance:       £79.62  
 Account balance:   £2293.92

It was agreed that these monies are a great starting position.

### **5. Appointment of roles**

Chairperson: Leanne Oxley (LO)  
 Proposed: Georgia Roberts (GR)  
 Seconded: Jayne Barnaby (JB)  
 All agreed

Treasurer: Kasia Cunnington (KC)  
 Proposed: Leanne Oxley (LO)  
 Seconded: Jayne Barnaby (JB)  
 All agreed

Vice-Treasurer: Kathrin Garment (KG)  
 Proposed: Leanne Oxley (LO)  
 Seconded: Jayne Barnaby (JB)  
 All agreed

Secretary: Jayne Barnaby (JB)  
 Proposed: Leanne Oxley (LO)

Seconded: Jenny Armitage (JA)  
All agreed

JA agreed to take minutes at the general PTFA meetings

The following agreed to be class reps:

Reception: Clarinda Tompkin (CT)  
Year 1: Jay Charles / Georgia Roberts (GR)  
Year 2: Jenny Armitage  
Year 3: Clementina Kokoricha  
Year 4: Edith  
Year 5: Sarah Patton / Sharon Bide  
Year 6: To be appointed

Both Katherin and Clementina agreed to talk with some of the Year 6 mums to see if they would be willing to be a class 6 rep.

## **6. Easter Fair event**

It was discussed that the Easter Fair event would ideally occur on the last afternoon prior to the Easter break. Stalls suggested were: Tombola, raffle, table top sale. GR suggested that each class could get a stall and some of the older children may enjoy being more involved and actually assist running the stalls. This is a great way of involving them and the younger children can help with simpler events, such as lucky dips, treasure hunts and name the teddy. It was also noted that child involvement encourages parents to attend and support events.

LO suggested that a project team was put together for this event. LO, JB, GR and Edith volunteered for this. LO noted that this core team would move things along and hopefully others will help if needed. LO will send a general email to others at the school to help, as volunteers will still be needed, but the core team will manage the event.

## **7. Sponsorship and local community involvement**

LO mentioned that we should try and look towards sponsorship from local businesses in order to raise awareness and the profile of St Marys PTFA.

## **8. AOB**

Clarinda Tompkin (CT) agreed to look into online donating via websites such as justgiving and easyfundraising to establish which give the best deals and see whether there are any qualifying criteria such as having charitable status etc.

CT also enquired about circulating flyers, such as book related offers. JP noted that we need to choose carefully what we circulate as historically

people have been bombarded. JP also mentioned that only 3 parents of Reception children are not on email and although parent contact via email falls off as you go up the school years, this may actually be the best way to contact people. CT suggested we could then follow up with the class reps distributing hard copies at the gates to those that want them.

KG suggested we could resurrect a previous successful scheme that involved selling pre-made hanging baskets with proceeds going to the school. The details were passed to JA who will look into this.

Other ideas included:

- selling calendars that local businesses can purchase business card slots for advertisement purposes.
- Tea towels that the children have designed / created
- Eco bags with a St Marys theme
- Plates with a St Marys theme

For all these cases it was generally felt that getting a sample to show people and asking parents to pre-pay for their orders was the way forward. This ensures that demand dictates the amount we order and we wouldn't be left with lots over or make a loss.

LO also suggested organising a 100 club where parents pay a monthly amount for a ticket. These tickets then enter a draw at pre-determined time points and the winner receives a lump sum.

JP reminded everyone that we have a PTFA page on the school website and she is happy to upload files to it. These can be given to her in word or PDF formats.

LO thanked everybody for attending.

The Easter Fair project team will meet at 7pm on Wednesday 24<sup>th</sup> February. The next general meeting will immediately follow this at 7.30pm.