Echelford Primary School PTFA Committee meeting

on Thursday, 13th May 2021 at 9.30am via Zoom

**Minutes**

1. Welcome and members present

Attendees: Danny Blackwell (Chair), Maria Houghton (Secretary), Lauren McBride (Treasurer), Harriet Code (Teacher), Karen Oakley (Co-Headteacher), Natalie Ballard, Catherine Cook, Faith Emery, Gwen, Leon, Rowena, Donna.

1. Apologies – Lesley Coyle.
2. Completed Events
   1. Elftastic Winter Lights Trail +£58.86. Worked well. Thanks to Lesley for her work on this event. Could potentially run this again with more notice and advertising.
   2. Bag2School  +£120 Worked well. Discussed booking a termly collection.
   3. Tea Towels +£77.68 (ongoing) – MH reported that YrR have sold well, Y1 have sold less well and Yr2 have sold poorly. In the future, perhaps stick to YrR only? Actions: MH to put remaining back on sale on pta-events.
3. Upcoming Events
   1. Bag2School - Wed, 14th July 2021. Parent/carers can drop off afternoon before and morning of collection. Actions: HC to put it up on School FB page.
4. Possible Future Events
   1. Summer Term
      1. Yr6 Colour Run – date suggested by KO Thurs 15th July. DB asked for details on what was need from the PTFA. PTFA to provide colour powder, snacks & drinks. Actions: DB to look at colour powders.
      2. Car Boot Sale – discussed various possibilities for a car boot/ tabletop sale. Could also sell spaces to local small businesses. PTFA could run a refreshment/snacks stall. KO concerned about impact of cars on the school field. Actions: KO to return once it has been discussed further.
      3. Break the Rules day - KO put forward 18th June. MH discussed possibility of making this a “bucket collection” for the Gift Aid benefits. Actions: PTFA to provide list of possible rules to be broken and school to confirm once they have final list.
      4. Virtual balloon race – MH gave brief overview of two companies providing virtual balloon races. Agreed that we should try ecoracing.co where everything but the advertising Is handled by them. Actions: MH to set up with ecoracing.co, HC to promote on FB and teachers to mention in class.
      5. PTFA Logo Design Competition. This can go ahead. HC said that teachers could possibly allow some class/green time for children to draw. Actions: PTFA to provide a logo design brief to HC.
      6. Sports day – PTFA have previously provided refreshments stall at Sports Day. Unsure if parents will attend this year. Actions: School to confirm if PTFA refreshments are required.
      7. Preloved Uniform Collection/Sale – School have previously been concerned about it taking up time of the core PTFA committee and about storage of items. PTFA are looking to recruit a “preloved uniform salesperson” to look after all sales. Storage space has been cleared in the PTFA cupboard for boxing/ hanging of uniform. Actions: Recruit sales person, arrange a uniform collection date.
      8. Ice Lolly Fridays – These can resume from after half term. Actions: Double check for working freezer in garage.
      9. Krispy Kreme sale – Discussed advantages, with possible tie into National Doughnut day or Father’s Day. These would be pre-ordered on pta-events and then collected – probably on a Friday with lolly sale. Action: Date to be finalised,
   2. Autumn Term
      1. Teddy Bears Picnic – This should be ok to go ahead. Usually in 1st week when children leave before lunch. Action: KO to confirm date. PTFA to arrange & include info in new starters pack.
      2. Your School Lottery agreed to push to next meeting Action: Add to next Agenda
      3. Year group cake sales agreed to push to next meeting Action: Add to next Agenda
      4. Xmas Jumper Collection/ Sale agreed to push to next meeting Action: Add to next Agenda
      5. Bag2School Collection agreed to push to next meeting Action: Add to next Agenda
      6. Xmas Fair agreed to push to next meeting Action: Add to next Agenda
      7. Elfridges agreed to push to next meeting Action: Add to next Agenda
      8. Panto agreed to push to next meeting Action: Add to next Agenda
5. Any Other Business
   1. New Starters 2021 – PTFA usually include info in new starter packs. KO informs that they are going out on 29th June and will confirm date when office will need info by. Actions: KO to confirm date. PFTA info to be looked at/ updated.
   2. PTA Events update – working well.
   3. Charity Status /Gift Aid Registration – MH reported Charity status was gained late Dec 2020. Waiting on Gift aid registration confirmation. Action: follow up on Gift Aid registration.
   4. Clearout PTFA Garage & rest of cupboard – PTFA now able to come into school site, so this is now possible. Action: arrange time to go in and look at garage.
   5. Facebook – discussed that it would be easier to advertise events etc, Actions: KO to return once discussed.
   6. Date, time and location of next meeting – pencilled in Thurs, 1st July @ 9.30am, potentially in person.

**- Meeting ended -**