

VPPS PTFA Meeting Minutes

Wed 21 October 2020, 8-9pm on Zoom

1) Attendance and apologies

In attendance: Susie, Tabby, David (Chair of the meeting), Maria (Secretary), Julia (Treasurer), Owen, Isobel, Alex
(I know this is an incomplete list, please add if you know members I've missed)

Apologies: Mel Meale

2) Approved minutes of previous meeting

Minutes from previous meeting (30 September) were approved.

3) Review actions from previous meeting

We reviewed actions from previous meeting; updates and progress on these detailed below.

4) Finance update

Julia Burge (Treasurer) provided an update on current financial position: £12,601.63 current balance with an additional £2623.79 to be added from GoFundMe and £80 from uniform sales on Facebook. Total once these are deposited will be £15,305.42.

For reference, Julia reported that we would typically raise around £10-12K/year (£2k each for Summer and Winter Fayre, £2-3k on Bonfire Night, plus discos £600-800/disco x 3).

5) Short-term Fundraising Targets

Nick Bailey shared his thoughts on areas of need within the school and proposed projects that the PTFA could consider funding:

Improving the school grounds - a few areas have been identified with the new site manager, Mark, that would make the school more welcoming:

A small donation is requested for plants for the front of the school – between 8-10 planters approx. 100-200 for plants and soil

ACTION: Maria to coordinate with Nic and Mark; contact garden centres for donations and parents for community donations; can also organise volunteers for a Saturday planting session

A bin shelter with a green roof so that the rubbish bins are less visible at the school entrance. This could be a community project or materials could be purchased so that Mark could build a shelter. No quotes yet for the cost of this but could involve a bigger contribution and possibly donations from parents/Bristol Wood Recycling Project

ACTION: Susie to ask her partner about contributing and to also help with publicising calls for donations; Tabby to coordinate donations of time/materials

Traveling Light Theatre – Nic has been in contact with Traveling Light Theatre about a Play-in-a-Week alternative in March/April, possibly a virtual experience with the company working with the kids and the production

involving film rather than theatre. There is also the possibility of filming the Nativity for Year 2. This would cost approximately £200-400/day depending on the crew involved.

There was a lot of support for filming the Nativity as well as the plays, with the suggestion that this be continued in the future for families who cannot attend and to raise funds. There was also support for making these accessible to everyone, with a sliding scale or minimal cost + donation model.

ACTION: Tabby, Alex and Julia to forward contacts for quotes from parents/companies to Nic

Homework Club: This would involve purchasing or sourcing donated tablets/iPads that could be lent to children for use at home or used at an after-school homework club.

ACTION: Owen to lead on this and try to source some corporate donations or donations from parents, ideally for January start of Homework Club; Mel may also be able to help with this

Nic also noted that the School will be involved in a scaled-down Lantern Parade activity this year, at a much lower cost than in previous years (approx. £50-100), and that the idea of a PTFA Holiday Gift for each class would be very much appreciated by the teachers and children in the school.

6) Results of Survey

David summarised the results of the recent survey of PTFA members (see attached).

Some highlights:

Around 99 survey responses

The Christmas Card fundraiser came top of the list (covered in Planned Activities below)

Lots of support for GoFundMe and other one-off fundraisers, and also Quids for Kids (with standing order of £2-3 per month)

Around 40% of respondents didn't know they were automatically members

Around 40% of respondents don't know who their Class Rep is

Most like to hear PTFA news from School Newsletter, from their Rep and from WhatsApp group

ACTION: David to work on how to promote class reps and coordinate with classes

7) Planned Activities

We decided to focus on the top-priority items from the survey (Christmas cards and direct fundraising) and to also try to organise more community-building activities that could bring parents together (wine tasting and wreath making). We are also aware that we do not want to overload parents with too many events, or too many notifications of events.

Susie provided a short update on Christmas Cards: templates will arrive from the company in the first week of next term. Templates need to be returned by 16th Nov with cards to arrive on the 3 Dec.

ACTION: Susie to continue coordinating Christmas Cards and coordinate VPPS tote bags and other items for sale in 2021

ACTION: Julia to organise Quids for Kids (monthly direct debit donations)

ACTION: David to organise another GoFundMe round to fund Christmas gifts for each class

ACTION: Gemma to set up easyfundraising.org.uk link to collect donations for the school, also to look into how Amazon can be set up to donate

ACTION: Owen to contact Corks of North Street to see if they could offer virtual wine-tasting

ACTION: Julie to contact Floriography about Christmas wreath-making

ACTION: David will put together proforma for mini-projects to send back to him to keep track of activities

8) Any Other Business

We would like a clickable link in the newsletter to our free-standing website. The newsletter is written by Nic between 9-11am on Friday so submissions should go to him by then. There was discussion of wanting to keep up the PTFA's visibility with parents by submitting regular items for the newsletter. We also need to consider how the free-standing website can best be used.

ACTION: Tabby to ask Emily Fletcher in the School Office about adding PTFA link (to PTFA standalone website) to School Gateway

ACTION: Susie to draft message for Friday (23 October) newsletter with Christmas card update

ACTION: David to coordinate our communications so we don't bombard parents with too many messages

ACTION: Maria to contact Anthony about meeting up with Tabby and Owen to discuss website

ACTION: Owen to send Tabby finalised class reps list (from Google Drive?); Owen also to provide passwords (Google Drive/Gmail, Facebook, Twitter, etc.) after EGM to new committee members

9) Date of Next Meeting

Extraordinary General Meeting to elect committee members, Wednesday 4th Nov, 8pm

10) Review of Actions Arising

ACTIONS	LEAD
Planters and plants – donations	Maria
Green roof bin storage – construction and materials	Susie, Tabby
Quotes for filming to Nic	Tabby, Alex, Julia
Tablet donation	Owen, Mel
Promoting class reps	David
Christmas cards + message for 23 Oct newsletter	Susie
Quids for Kids	Julia
Easyfundraising.org.uk	Gemma
GoFundMe	David
Wine-tasting with Corks	Owen
Floriography wreath making	Julia
Mini-project proforma	David
PTFA link on School Gateway	Tabby
Communications plan	David
Website meeting	Maria
Class reps list to Tabby	Owen