

## VPP PTFA MEETING MINUTES 30 September 2020

### - WELCOME AND INTROS

Attending:

Tabby Owens (Chairing for this meeting)

Julia Burge (Treasurer)

Owen Davies

Susie (Social Media and past Chair)

David Fielding

Alex Drew (Buyer)

Gemma (Rep for Oak Class)

Jenny

Jack Roche

Maria Fannin (Secretary)

### - WHERE WE LEFT OFF

#### **:New structure and approach**

We are still in need of a Chair and this is essential if we want to retain our Charity status. We discussed this role involving more coordination of other members and having leads for specific events. Co-chairs are also a possibility. The COVID restrictions on holding our normal events and the need to find new ways to build community and fundraise could make this an opportunity to organise around a new structure that is less time-consuming for the Chair(s)

#### **:PTA website**

New website here :

[www.pta-events.co.uk/friendsofvictoriaparkprimaryschool/](http://www.pta-events.co.uk/friendsofvictoriaparkprimaryschool/)

This will be updated with the new PTFA structure and we'll explore using more of the site's features (sending out messages to members, coordinating events, keeping copies of minutes, etc). We also need to update information about the PTFA on the School's website so that our site is more visible.

**ACTION:** Anthony and Maria to meet up with Tabby and Owen about expanding the website and adding content.

**ACTION:** Need someone to connect with the School about putting our website link onto School Gateway and updating our PTFA page

### - SUCCESSES IN THE MEANTIME!

**:Second hand uniform sales** – A great success! Thanks to Janet Mills for organising this. The PTFA has earned about £80 so far. Please spread the word about our uniform shop. More details on Facebook: <https://www.facebook.com/VPPS-PTFA-uniform-114452770285137/>

**:GoFundMe** – The PTFA raised an amazing £2623.79 from our summer GoFundMe campaign. Thank you David Fielding for organising this and to all the parents, carers and friends of Victoria Park who contributed!

## **- HURDLES**

### **:Chair/s & other vacancies - issues and way forward**

We need a new Chair immediately. Susie stepped down in November/December 2019, so we have been without a Chair since then. As a Registered Charity, and in our PTA Constitution, we need to run with a minimum of two elected roles: a Chair, plus either a Treasurer or a Secretary. **If we don't identify and elect a Chair (or Co-Chairs) soon, we will need to fold our organisation and hand over the PTFA money we have raised to date to the school.** At the very latest, the Chair(s) needs to be identified by the end of this term (23 October).

Some members have tentatively volunteered to Co-Chair but would like to make a decision in a few days' time. If no chairs are identified by the end of the weekend (4 October), we need to get the word out and ensure that we communicate the urgency of the situation to everyone.

**ACTION:** Julia will send out a message over WhatsApp to inform everyone of the situation (this has now been done).

**Other vacancies:** Any other vacancies? Additional class reps may need to be identified.

### **:COVID19 restrictions, impact and way forward**

Thanks to Tabby for running Teas and Tears for Reception parents and carers at the start of term.

Most of our events will be affected by COVID: no Bonfire Night this year, and no Winter Fayre. Additional events such as discos are also on hold and this is likely to be the case into next year. Event planning for the near future will be focused on online-only events. However, the School is now allowing lettings for Clubs and we might be able to start using the building again.

## **-NEXT STEPS**

## **:new ideas to consider**

Alex passed on a big list of potential fundraising ideas to the WhatsApp group. We discussed running at least two different kinds of new fundraisers:

1. **Fundraising through Quids for Kids/Crowdfunder/GoFundMe:** our earlier efforts requesting donations were successful and we can launch another campaign for donations. We discussed organising a **PTFA Christmas Gift** for each class. Donations would go towards gifting each School class £25-50 with the children and teachers to decide how this could be spent.

**ACTION:** Need a volunteer to coordinate another online fundraising campaign

2. **Fundraising through an Auction of Promises,** where parents and carers offer up skills or services (e.g. special occasion cakes, local artist prints, DIY, ride shares, etc.) and these are auctioned off at an online event

**ACTION:** Alex to lead on this

## **Other fundraising plans:**

**Christmas Cards:** we love these but need to work out feasibility with COVID restrictions

**ACTION:** Susie to explore this with new provider of cards and the School

**Quiz:** ParentKind has made Quiz packs available to PTFA's. We need to work out technical issues for holding another quiz. One suggestion is to hold a Family Quiz.

**ACTION:** Owen to lead on this

## **:Raising awareness and engagement of PTFA**

Publicise PTFA WhatsApp group through website, also in School newsletter

We also briefly discussed distributing a survey to learn more about what parents want from their PTFA and how much they know about us.

**ACTION:** Update website with WhatsApp details; also could have regular PTFA updates in School newsletter (e.g. fundraising successes to report)

## **:Next meeting and ongoing frequency**

We need 4 weeks' notice to hold an AGM. By our next meeting, we need to have identified a willing Chair or Co-Chairs so that they can be formally elected.

**NEXT MEETING DATE: WEDNESDAY 21 OCTOBER, 8PM ON ZOOM**