



St James's Parents & Friends Association Meeting

held on Wednesday, 21 October 2020 by Zoom at 7:30pm

Attendees: PFA Committee members (Nicola, Lolly, Lou, Aoife & Melanie (Shinead had sent her apologies), Mr Beatty, Head Teacher and Class Representatives

1 **Introductions**

Nicola opened the meeting and thanked everyone for joining the first PFA meeting to be held virtually by Zoom. It was confirmed that the purpose of the PFA Committee was to bring the school community together and to raise money to enhance children's learning.

2 **Committee members**

Nicola introduced each of the PFA Committee:

- Nicola & Lolly, PFA Committee Co-Chairs;
- Lou, PFA Committee Treasurer;
- Aoife & Shinead, PFA Committee Events Team;
- Melanie, PFA Committee Secretary

3 **Treasurer Overview**

Lou provided an overview on income received and outgoings for the period:

Donate for Digital lottery:

- Income April to August 2020 £3,482
- Payments to winners April to August 2020 £(575)

- Income for September 2020 £720
- September winner (3 month rollover) £(582)

Funding requests since last PFA meeting:

- Year 6 bibles (Year 6 team) £1,235
- Early years reading resources (Mr Beatty) £3,995
- Holy Communion Medals (Year 4 team) £400
- Remote learning costs (Mr Beatty) £7,650

It was noted that events that were not able to take place due to C-19 and the related loss of income included:

- Race £2k;
- Fireworks £9k;
- Christmas Fair £7.5k;
- Coffee mornings £500 per term;
- Summer Fair £10k

Lou confirmed that the current bank balance was £40,018. It was noted that the Donate for Digital account was empty as these funds had been used for funding.

4 **Senior Leadership Team (update)**

Mr Beatty asked everyone to please remind their classes of the following:

- Holidays and quarantine (see letter on Communicator);
- Maintain the safety of the school community, ensuring that the staggered drop off and pick is observed, keep left, maintain social distance, keep your children close to you and do not play on school equipment;
- School Development Plan (see summary on Communicator)

Mr Beatty thanked the PFA for supporting the funding of IT Infrastructure. In response to a query, it was confirmed that the Government did not provide grants or funding for remote learning and that the remote learning would never have been enhanced without the support of the parent body.

It was confirmed that fundraising was vital in relation to the strategic planning and that the Senior Leadership Team had met with each class teacher in relation to pupil assessment to review each child in relation to the impact this year had had on each child's learning.

A comprehensive strategic plan would be published and funding was required to facilitate the plan. There would be an initiative in relation to Healthy Body/Health Mind which would also require funding. This would provide life skills for children and guidance on how to safely look after themselves.

Mr Beatty asked for each child avail of the remote learning provision whether they are isolating or if they are off ill and then may feel up to doing some work later in the day as it would be of benefit to all children.

Mr Beatty thanked everyone for their support in his first half term as Head Teacher. It had been a challenging time but the support from teachers and parents had been invaluable.

5 Fundraising: Filling the Gap

Nicola confirmed that the following was underway in relation to fundraising:

- Newsletter: the newsletter would be utilised to bring everyone together and to bring the PFA to life. It would include an introduction to the PFA. Potential advertising would be explored;
- Christmas Tree: There will be up to £15 donation per tree purchased by utilising the link provided. The cost includes home delivery;
- My Child Art: Each purchase provides a donation to the school;
- Donate for Digital: This will be promoted further especially to new school families;
- Direct Donations: Just Giving is being considered as well as registering with People's Funding which will also provide a platform for any raffles.
- Virtual Balloon Race: Aoife provided a summary of what a balloon race involves and it was confirmed that due to an issue with licensing laws this fundraiser would take place in 2021;
- Christmas Raffle: It was noted that donations would be gathered from local businesses and either the PFA website or the new platform would be used;
- Online Uniform Sale: It was noted that Stephenson's had an online initiative to which photos of the available uniform could be uploaded and purchased through. It was agreed that there was lots of work involved in the preparation for this and a number of volunteers would be needed. It would require a few days of packing items into bags in the Pilgrim Hall. It was agreed that the uniforms must be in good condition and washed with names removed where possibly. It was confirmed that uniform could be dropped to the school office but it was noted that usually only a specific time period was given for uniform drop off as the PFA didn't want to take up too much of the school office's time.

6 Fundraising: Ideas

A number of ideas were discussed by the PFA Committee with lots of input from Class Reps. It was agreed that ideas could be swapped in and out of the fund raising program for the year:

- Raffle: It was noted that the fundraising platform was due to be signed off and it would be confirmed when it became available. Classes will be asked to donate hampers.
- Sponsored walk/run;
- Bags 2 School;

- When I grow up I am going to be...portrait;
- Easyfundraising: promote;
- Wish List: fundraising platform to donate;
- Online Escape Room: Class level v. Entire school level;
- Virtual movie night;
- Donate for Digital: New parents to be encouraged to sign up;
- Virtual quiz night;
- Specific fund raiser: for example buy a piano key;
- Online Christmas Store: sell products, wreaths, drinks, tea towels, making masks etc.
- Branded swag: Mr Beatty suggested branded hoodies, items branded with logo. Another suggested was St James's branded water bottles or facemasks;
- Virtual Santa's Grotto;
- Virtual Christmas Party: with entertainer;
- Virtual Class: cooking, musician, florist etc.;
- Virtual Wine Tasting;
- Online gaming tournament

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Any other business

Nicola would reach out to the previous Year 6 Class Reps for their handover notes. It was noted that previous years had received hoodies and year books and the templates were in place for these.

The meeting ended at 8:30pm

Actions:	Owner	Deadline
<ul style="list-style-type: none"> - Class Reps to remind their class: <ul style="list-style-type: none"> - About holidays and quarantine (letter on Communicator) - Maintain the safety of the school community, ensuring that the staggered drop off and pick is observed, keep left, maintain distance, keep your children close to you and do not play on school equipment - If missed School Development Plan (summary slides on Communicator) 	Class Reps	ASAP
<ul style="list-style-type: none"> - Class Reps to promote the Donate for Digital raffle, Christmas Tree sale, Easyfundrasing and Christmas Raffle 	Reps	ASAP
<ul style="list-style-type: none"> - Year 6 handover notes and templates to new Class Reps 	PFA Chair	ASAP