

Woodcote Primary School PTFA - Committee Meeting Minutes

Tuesday 22nd February 2022- Zoom

Attendees (10)	Helen C, Mo, Sacha, Jo S, Roshni, Rupesh, Lisa, Jacqui, Becky O, Emma (final part)
Apologises (10)	Nic T, Alicia, Fin, Kinza, Matt, Cheryl, Tom, Nic L, Jo R, Dora-Lee

Agenda/Event	Comments	Action
AGM Mon 28 th Feb 6pm (Nic and Helen)	Planning is underway by Nic and Jo S.	<u>Everyone</u> - put the date in your calendar and encourage people to come along -any interest in the co-chair role?
Mother's Day (Helen)	Ideas - <u>Flowers</u> from Penny- cheapest price is £1.50. An option is to increase the donation to £2. - <u>Bracelets</u> – cost £1 each. Sell for £2? - Preferred option - <u>Eco friendly trolley coin keyring</u> with possible wording 'Love You'. 70p if buying 850. <ul style="list-style-type: none"> o Could do the same for Father's Day. o Same company as Tote bags. o https://www.hotline.co.uk/keyrings-and-bottle-openers/trolley-coins/biodegradable-trolley-coin-keyring 	<u>Helen</u> to add names to sub committee – Helen, Kinza, Becks, Mo, Sacha.
Easter Events (Helen)	<u>Family dinner</u> (rescheduled Christmas dinner) - Thursday 31st March – need helpers to set up and clear away. - Becks (from 3.50pm) Rupesh maybe, Helen and Mo. <u>Easter Egg and bonnet judging</u> - Friday 8 th April. - Helen, Mo, Sacha (maybe).	<u>Helen</u> – ask Nic - Can any prep for the cancelled Christmas meal be transferred to the Easter one? <u>Mo</u> - message the committee for helpers.
Fireworks Display (Mo)	- Claire has agreed for it to go ahead. - Allison has got agreement from the High School PTFA. If their head teacher agrees then we can start planning. <u>Location</u> - Fireworks to be on the field. - Initial thoughts – Primary School is smaller, with easier access to facilities. Therefore, we should have the entry point, stalls, food and drink stalls, access to toilets etc from here.	<u>Mo</u> - set up sub committee Helen, Becks, Lisa - message the committee to see if anyone else would like to help.

	<p><u>Companies</u> 7 companies contacted- recommendations from other schools, PTA FB page and those based in the local area.</p> <ul style="list-style-type: none"> - All recommend 10-15 mins display. - Prices from around £2k upwards. - Public liability insurance of £10m (1x £5m) covering everything firework related. - All will do a site visit to assess where the firing site should be and where spectators should stand. - They will write up a specific risk assessment for us following the site visit. <p><u>Payment schedules - vary</u></p> <ul style="list-style-type: none"> - some want a deposit and the balance before or after the display, some are paid on the day and others paid after the event. <p><u>Availability</u></p> <ul style="list-style-type: none"> - Many are booked over the main 3rd-6th Nov weekend although some do still have the odd day. All other dates around these are available. <p><u>Questions</u> Need to consider the local residents especially in regards to parking. Would the High School playground be an option?</p>	
Movie Night (Jo S)	<p>Skylight Cinema £1908 (incl £100 discount for schools) Plus Tens license £21 Plus Film license £50 = £1979 Total to pay</p> <p>Example charges</p> <ul style="list-style-type: none"> - £7 per head x 500 = £3500 - £5 per head x 500 = £2500 <p>Joint event with Woodcote High?</p> <ul style="list-style-type: none"> - Decided against - difficult to get the right choice of film for the wide age range of children. <p>Would it be too late in the day if in the summer?</p> <ul style="list-style-type: none"> - 9PM sunset in June would be too late - A September showing might work - after 15th September 7pm sunset. 	Jo S – run the idea past Claire B
2022 Fundraising event ideas (Helen)	<ul style="list-style-type: none"> - Krispy Kreme – limited to 600. Would be good to see if we can get more (PTA FB comments seem to say that many people have managed to get more) <ul style="list-style-type: none"> o Combine with Yes Day – maybe 18th March? o Ask Sean Coughlan re vegan doughnuts o Sell Tote bags. - Queen’s Jubilee 3rd June half term. An idea could be an activity in school - competition. Eg decorate a crown. 	<p><u>Kinza</u> - Speak to Claire re when we can do a KK sale. Try to get more doughnuts.</p> <p><u>Helen</u> – contact Kidspace</p>

	<ul style="list-style-type: none"> - Summer Fair – Saturday 18th or 25th June? Theme could be Queen’s Jubilee! (UPDATE following the meeting, the date of the Summer Fair will be 18th June – the date had already been set by Claire B) - Disco – leave for now and may revisit in the Autumn term. - Chocolate bingo- Autumn event. - Kidspace/Oxygen – May – Kidspace was cheaper than Oxygen in the past. 	Helen – contact Kidspace to see if they still take school bookings and confirm pricing
PTA Events website- training (Sacha)	The training was postponed as the majority of those at the meeting didn’t need the introduction. Sacha/Mo will set up an alternative training date.	Sacha/Mo to send a Doodle poll to organise training session.
Advertised positions eBay, Theatre Club, Designer- any updates? (Sacha)	<p>Theatre Club- 3 applicants. One has already done some work on Lion King. Sacha will be meeting with one of the others.</p> <p>eBay – no interest. Seems to be the posting out of items being the main issue. Kinza is keen to sell through Facebook though so, sadly, eBay sales will stop but will be replaced by FB selling instead - well done Kinza!</p> <p>PTA Events website uniform sales- huge thanks to Emma for taking over the website sales!</p> <p>Designer (Yr 6 Leavers’ book)– no applicants so far.</p>	<p><u>Kinza</u> to ask Claire re when we might be able to do our next uniform sale</p> <p><u>Mo</u> – ask Kinza to send out a Whatsapp message for any Designers</p>
Christmas Cards update (Mo)	<p>£266.55 fund raised this year! Last year £598.35</p> <p><u>Funds raised comparison</u></p> <ul style="list-style-type: none"> - Jane from My Art Project said there is a similar pattern across all schools ie dramatic drop in sales. - Previous year’s lockdown saw shops closed, people wanted personalised gifts to send to family or as keepsakes, other events were cancelled so the distribution of spending was a lot different, plus it was something new that the school was doing. <p><u>Do we continue this year?</u></p> <ul style="list-style-type: none"> - Jane mentioned that some schools do Christmas cards every other year. - Feedback from the Committee means that we will continue- the children enjoy it, it is an ‘easy’ fundraiser and doesn’t take much work, plus parents like them. 	
Clothes Recycling bin update (Nic)	Nic is waiting for the Scouts to get back to her.	<u>Nic</u> - chase the Scouts
Theatre Club and High School collaboration	Nic will speak with the High School PTFA.	<u>Nic</u> - speak to the High School
Next meeting	Wednesday 23rd March 2022	