

Woodcote Primary School PTFA - Committee Meeting Minutes

Wednesday 24th February 2021- on Zoom

Attendees (13)	Nic T, Helen C, Becky, Allison, Alicia, Sacha, Roshni, Jo S, Helen B, Lisa, Matt, Cheryl, Mo
Apologises (6)	Jo R, Sarah, Tom, Becky O, Jacqui, Nic L

Agenda/Event	Comments	Action
Ecoracing – Alicia	<p>209 balloons sold. £450 profit after prizes (£50). 2 winners contacted and prizes given. Third person not yet replied. Great success.</p> <p>Updates – on FB and a few via Whatsapp (didn't want to send too many). Concern over how many people saw the FB updates as not many comments. Friends of Woodcote FB Page- stats show roughly 130-250 people reach.</p> <ul style="list-style-type: none"> - Maybe once the new website is up and running, feeds can go to multiple sites. <p>Usage of class names - Many chose to use fun names instead, so difficult to track.</p> <p>Next race to be 1st May. Majority considered 4th April too soon. Children will be back at school so we will be able to advertise with posters. Funds raised will go towards the garden fund.</p> <p>Next races - 4th April, 1st May, 2nd June</p> <p>Ecoracing process to be added to dropbox.</p>	<p>Allison – weekly memo- add winners' names</p> <p>Alicia to write up the Ecoracing process and add to Dropbox</p> <p>Nic to contact mum who has a balloon company to ask about advertising for the next race</p>
Mother's Day (brownie mix?)	<p>Brownie mix bags kindly donated by Sean Coughlan. Christmas themed so stickers will be needed to cover them. Sean to check tomorrow if they have arrived.</p> <p>Could the new logo be added to the sticker? No. Logo competition is now to be extended due to the low number of entries so far.</p> <p>Could space be made for children to draw a picture? An option is to have one sticker with the ingredients and instructions on one side and then a blank sticker for the children to design and stick on the other side. Once we see the bags, we can work out whether this is an option.</p>	<p>Mo to set up Whatsapp sub committee - Sacha, Roshni, Helen C and Nic</p> <p>Sacha to update the Events website once we have the go ahead</p>

	<p>A6 sized labels might be needed. Allison/Becky to contact local printers for prices. (updated after meeting- Mo has contacted)</p> <p>Friday 12th March deadline– gifts will need to be distributed</p> <p>The Events website for donations is all ready to go.</p>	
<p>Cricket Shirts -Joe Root and Jos Buttler</p>	<p>Jo S has, amazingly, been given 2 signed (and worn) cricket shirts. Joe Root (England Cricket Captain) and Jos Buttler (England Cricket Vice-Captain).</p> <p>Ebay was decided on for Jo Root’s shirt due to the potential of a wider audience of cricket fans than via a local raffle. Some selling for roughly £650 on eBay which are just signed but not worn. £795 framed world cup shirt.</p> <p><u>Joe Root’s shirt</u> Matt, Sacha, Alicia, Cheryl to research eBay selling. Possibly include a frame, photos, additional blurb/story about the shirt. Buyer to pay for postage. Bidding but also set a reserve price.</p> <ul style="list-style-type: none"> - Sacha- research whether there is an eBay charity account. Adding a reserve price is an extra cost. - Jo S and Matt to look at wording. <p><u>Jos Buttler’s shirt</u> - Raffall and local community. Nic and Helen C</p> <p>Funds raised will go towards the garden fund</p>	<p>Jo S to get some background on the shirts and maybe ask cousin to write a piece</p> <p>Matt, Sacha, Alicia and Cheryl – subcommittee for eBay selling of Jo Root’s shirt</p> <p>Nic and Helen C - subcommittee for Raffall selling of Jos Buttler’s shirt</p>
<p>Disco refund update - Sacha</p>	<p>Refund requested by 3 families x 2 children each. £1 extra refunded due to not being able to choose what to refund so it included Mother’s Day. Final date for refunds is this Friday.</p> <p>Funds raised circa £1200</p>	<p>Allison - weekly memo. Add note to thank those who have decided to donate plus deadline reminder</p>
<p>Uniform Sale</p>	<p>Claire has said no to school selling therefore uniform sales will be from homes again.</p> <ul style="list-style-type: none"> - Quite a few items of clothing are sold out. Parents could drop off their used clothing at the same time as picking up. Would this mean dropping off only to the person who is selling that size? 	<p>Allison- weekly memo- look out for a message next week with details- mention low on jumpers and cardigans especially</p>

	<ul style="list-style-type: none"> - Committee member selling uniform needs to be responsible for picking out clothes for Africa. - Send out a plea for what clothes are low in stock and ask them to drop off. Jumpers and cardigans are needed. <p>The same, wonderful volunteers as last time. Nic L Woodies/aged 3-4 Nic T Ages 4-5 & 5-6 Matt Ages 6-7 & 7-8 Sacha Ages 8-9 & 9-10 Allison Ages 10-11, 11-12 and upwards incl prefect uniform</p> <p>Allison and Becky to deliver clothes from the shipping container tomorrow.</p> <p>Maybe something for the future (post covid)- class reps to help with collections from parents outside classrooms.</p>	Allison and Becky to deliver clothes from the container
New website update - Allison	<p>Dan has done some work already. It scrolls better on desktop and layout improved. Will get to see it in a few weeks time. Logo deadline this Friday. Extend another 2 weeks as only received 2 designs.</p> <p>Suggestion- once new website up and running and logo done, send leaflets home to advertise that we have a new website and logo.</p>	
Events website Sacha	<p>Sacha- would like someone to work alongside her and eventually to take it over. What will it involve? Setting up payment methods for different events, reports about money coming in and out. Refunds. Communication with the people leading the events. Dealing with finance so reports can be run. Use of Stripe.</p> <p>Roshni, Matt and Mo to help.</p>	
Summer Fair	<p>Claire finds it difficult at the moment to envisage large numbers and has asked that we revisit at the start of next term. 19th June is the provisional date already set- will need to be moved.</p> <p><u>Ideas</u> - Everyone to keep thinking about how it can be made a celebration</p>	Helen C and Becky to discuss raffle prizes

	<p>Could the summer fair be a celebration of coming out of lockdown? More like a garden party and maybe a band. Needs to be something we can put together quickly.</p> <p>If the garden is going to be finished by the summer- could it be linked to the opening of the garden?</p> <p>Could we sell tickets to control numbers? Pre-sell things like food with ticket? Saves on money handling. Would need to look at implications- eg man power to plan and arrange to make sure it is all ready and available.</p> <p>Helen and Becky to start talking about raffle prizes</p> <p>Discuss at next meeting.</p>	
Perspex bike shed revamp	<p>Raised at the AGM. Costing from Claire £1000. Unanimously voted that it is, unfortunately, too expensive for us to fund.</p>	Nic to report back to Claire
KS1 playground revamp	<p>Claire's costings from one company. Football pitch area £75k. Climbing frame and wetpour surface £30-£35k.</p> <p>Once we have completed funds for the garden, we could then raise a proportion of it.</p> <p>Concerns that school is getting rid of the football pitch completely. There are grants available from the FA for astro turf pitches – Matt to email Claire.</p> <p>We need to ensure the longevity/safety of any future equipment purchased with PTFA funding. The top playground, which was funded by the PTFA, has been cordoned off, even before Covid. One of the bars was loose and a child hurt their arm. Will this be fixed? Nic to email Claire.</p>	<p>Nic to email Claire re what is happening with the top playground apparatus</p> <p>Matt to email Claire re funding available for astro turf</p>
Additional fundraising ideas	<p><u>Sacha -Momentoes for the children</u></p> <p>Personalised tea towels with Woodcote logos and self portraits. Could sell for eg £6 each or 2 for £10. Funds c £300-£900 (6 providers reviewed)</p> <p>Choice of</p> <ul style="list-style-type: none"> - each year group producing a design (7) - each class producing a design (26) or - a whole school design (1). 	Sacha to report back with more specific pricing for 'by year group' designs

	<p>Possible process</p> <ul style="list-style-type: none"> - Children draw on template (in class) - PTFA decides on design - Provider arranges and sends email proof for approval - PTFA promotes to parents – direct from us or provider - PTFA paid or Provider paid - Overall turnaround time 4-6 weeks <p>My Art Project did not reply but at £6.50 it is more expensive.</p> <p>GB Sportswear one of the cheapest- 'mates rates'- £35 one off fee for each design. £2.75 per towel. If we sell by year group £900 profit. Printing to order ie no minimum order. Give one to each teacher.</p> <p>Cross check the local printers for the cost of printing although it would mean putting the images together ourselves.</p>	
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