

## PTA Meeting Minutes

DATE	10 <sup>th</sup> September 2020 (Zoom)
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ATTENDEES	Laura Chatterton (LC), Lorraine Ralph (LR), Steve Hitchcock (SH), Becky Wilkinson (BW); All other attendees below.  Becky Russell (BR) Catherine Fitzgerald (CF) Katie Arscott (KA) Bettina Mandi Wilkinson (MW) Louise and Darran Summers (LS) Thomas Shilitoe (TS) Ruth Cheeseman (RS) Mike Shields (MS) Sally Bond (SB) Hayley Sutton (HS) Emily Selthi (ES) Becki Shand (BS) Zoe Ashby (ZA) Rachel Rebecca Gaby Wright (GW) Fi Spencer Giles (SG) Jacki Hurst (JH) Brownynen Emma Coe (EC)
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APOLOGIES	Debbie McCaffery (DM)
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Item	Welcome and Apologies
Main points of discussion	LC provided an overview of what PTA has done over the last 12 months, especially in the last 6 months, the role of the PTA to the school community and how the PTA usually achieves funding.
Action Points	none

Item	Minutes of last AGM and last month's meeting.
Main points of discussion	n/a
Action Points	n/a

Item	Treasurer's Report - Lorraine
Main points of discussion	<p>Balance lowest ever – just over £3k</p> <p>Currently earmarked for 20/21 academic year, leaving no money</p> <ul style="list-style-type: none"> <li>● Insurance</li> <li>● Christmas gifts</li> <li>● Leavers gifts</li> </ul> <p>Since the beginning of the year and Covid times, still raised a total of £448 through:</p> <ul style="list-style-type: none"> <li>● Easyfundraising and Amazon Smile – encouraged people to use these mechanisms for shopping</li> <li>● Chocolate tombola (sell easter eggs from cancelled Chocolate Bingo_ - £82</li> <li>● Mothers day gift - £279 – so £448</li> </ul> <p>PTA Funded</p> <ul style="list-style-type: none"> <li>● Leavers gifts - £372</li> <li>● Funding of £3k in order to unlock a maintenance grant of £60k</li> </ul>
Action Points	LR to provide report to BW to inclusion in minutes

Item	Funding Goals - Steve Hitchcock
Main points of discussion	<p>SH thanked PTA for supporting the school to obtain the maintenance grant £60k which has gone towards much needed improvements to the buildings internal and external.</p> <p>St Peters is one of the best schools in the county for self-generating income through its businesses (Pool, Kitchen and Nursery) but Covid hit these areas significantly reducing overall business revenue.</p> <p>There is available government funding of £12k which will cover additional costs but not all.</p>

### Swimming Pool

- A deficit of £4k is needed this academic year for the pool to break even. This is the deficit not the running cost. The income generated from SwimDevon commercial lease inc parties covers the majority but due to Covid this income has reduced.
- To cover the deficit, SH will be requesting increased parental contribution of £12.50 per child per term
  - Approx 60% of parents contribute, this could reduce due to change of families financial situations due to Covid

### **PTA body points raised**

- School to showcase the importance of swimming and how amazing it is to have this resource. If parents see the benefits they are more likely to contribute. (KA, Rebecca)
- Highlight to parents what the pool offers in terms of private hire, i.e. parties and more importantly clear instructions on how to book. (KA, Rebecca)
- Look to obtain company sponsorship to help run the school – use parents networks to reach out. (GW)
- Highlight to parents that although Swimming is part of the curriculum, St Peters is extremely lucky to have an onsite pool. The alternative would still require parents to pay a set amount to help cover travel and pool hire, but likely to be 6 weeks worth of swimming opposed to year round swimming education for the same cost. Breakdown cost is £1 a week for a child to swim for the academic year! (TS;MW)
- Provide the option for parents to pay more rather than limit the amount they contribute, some parents in a different financial situation may happily increase contribution knowing its importance (GW)
- Show a running total gauge so people can see the end goal and help reach it, perhaps even in a newsletter? (JH)
- Potential to offer the pool for use by other private swim teachers outside of SwimDevon (ZA) This will need to be discussed given the pool is leased to SwimDevon.
- Hold a Swimathon as a potential fundraising event for the pool

### Curriculum Resources

- Funding required for general resources
- Chromebooks - noted that children, especially older ones benefit massively from access to Chromebook.
- As term progresses, other gaps in funding will become apparent which SH will speak to the PTA committee about these as and when required.

### PTA focus

In the current climate the main focus of the PTA is to ensure curriculum resources are maintained in light of the current situation for the academic welfare of the children.

	We as a school community need to ensure that we communicate in the right way to reach the entire parent body and keep them engaged with school life, the challenges and the triumphs!
Action Points	<p><b><u>Swimming Pool</u></b></p> <ul style="list-style-type: none"> <li>● SH to do a promotional video and/or comms around the pool and the importance of swimming in general.</li> <li>● SH to provide clear instructions on how to book.</li> <li>● PTA body asked to look at potential sponsorship from companies or individual within their own network</li> <li>● Schoolcomms (parentpay) to be amended so that people are asked to contribute a minimum of £12.50 per term per child (up to 2 children per family) but can pay more if they wish.</li> <li>● PTA / School to look into potentially holding a Swimathon</li> </ul> <p><b><u>Curriculum Resources</u></b></p> <ul style="list-style-type: none"> <li>● SH to liaise with PTA around funding gaps as we progress through the year</li> </ul>

Item	COVID Considerations
Main points of discussion	<ul style="list-style-type: none"> <li>● Normal events are not going to happen (fayre, film night, social)</li> <li>● Limitations to any type of event or sales – i.e. Cake sales is a no go</li> <li>● We must be sensitive to the financial and mental limitations of parents</li> <li>● Few things well rather than a lot in order not to overwhelm</li> <li>● Be careful not to plan to far ahead or outlay funds which will be difficult to recoup</li> </ul>
Action Points	Let's move to fundraising Ideas

Item	Fundraising Ideas
Main points of discussion	<p><b><u>Suggestions ahead of meeting</u></b></p> <ul style="list-style-type: none"> <li>● Christmas Cards (usually raises about £300-400 pounds) <ul style="list-style-type: none"> <li>▪ Agreed this was to go head</li> <li>▪ LC asked for volunteers to help with admin</li> </ul> </li> <li>● Christmas Raffle (Sarah Duriaz and Bronwyn) <ul style="list-style-type: none"> <li>▪ Raises a lot of money and some prizes already in place</li> <li>▪ Consider how a raffle will work in Covid times especially in relation to tickets.</li> <li>▪ Could extend to the wider community</li> <li>▪ Help required to coordinate collection of prizes, promoting raffle and general admin</li> </ul> </li> <li>● Virtual Quiz (Louise McPhee, LS) <ul style="list-style-type: none"> <li>▪ Pay to enter</li> </ul> </li> </ul>

- Could be parents, kids in Pods or Family
- Seasonal Anagrams (BW)
  - Pay to enter, simple yet low profit margin, could run alongside a Festive Scavenger Hunt
- Virtual Christmas Fayre (All)
  - Father Christmas – virtual or social distancing, messages from Santa
  - Christmas Fayre in a box (people pay to buy a hamper with the key ingredients for a festive fayre from a box) (LR)
  - POD Christmas Fayre – Voucher booklet to spend on stalls, presents for parents or games in their PODs
  - Virtual stalls by local vendors – pay for a slot to showcase their products (KA)
- POD Christmas Parties (Fi)
  - Parent pay towards the class party where there is food, games etc (mindful of the shortfall for those parents that can't pay)
- Scavenger Hunt / Treasure trail
  - Families pay for a map and follow it around town to tick off Christmas Trees (or other seasonal things i.e. Halloween or Sunshine – time of year dependent)
- TableTop Trail (KA)
  - Families get a map and can follow this around to numerous houses where families have their own stalls or games. (bit like a summer fayre but all over town)

#### **Sponsored Events**

- Family challenge / walks (Ladram, Otterton, SH highlighted there are 8 trig points in the area. Time limited, covid secure and event suits local area)
- Kids to do their own challenge in the school – age appropriate
- Look at a 24hr challenge – static bikeathon (could be done covid secure)
- Yogathon or Zumbathon – in pods or zoom (KA)

#### **Ideas captured from group chat**

- Tea towels (JH)
  - Child draws a picture of themselves and pops their name underneath. Printed onto t-towel and sold to parents. Could be done in years or classes. A lot of support on the chat for this and I think it's a great idea and seen t-towels still going strong after 10 years. Great keepsake.
- Virtual Race – Duck race (JH)
- Zoom wellbeing night (LS)
- Kids book swap (LS)
- Zoom speaker night (LS) – shame we don't have any famous parents in the parent body who could do a Q&A
- Christmas Family Photo Competition (Bronwyn)
  - £1 to enter your photo - different categories, funniest photo, nativity photo (for parents with babies) then people vote online for their favourite?
- Nativity Play and Carol concert (love the pay to view)

	<ul style="list-style-type: none"> <li>○ DVD of Nativity – LR highlighted the effort and cost</li> <li>○ Recording or live stream on the nativity so parents and kids don't miss out this year – pay to view</li> <li>○ Recording or live stream of the Carol concert – pay to view</li> <li>● Santa Float (LS) <ul style="list-style-type: none"> <li>○ Santa on back of a float, playing music and visiting different streets with a donation bucket</li> <li>○ Carnival club could help with transport</li> </ul> </li> <li>● Virtual Run Challenge (EC) <ul style="list-style-type: none"> <li>○ leaderboard for ages and distances 2k 5k 10k and those that complete get a medal- it could be shared with the local community and running groups like trihards etc... could be a £10-£20 cost to enter</li> </ul> </li> <li>● Sponsored SUP or Kayak (ES)</li> <li>● Kids film nights in their classrooms in PODs <ul style="list-style-type: none"> <li>○ Pay on entry and get a treat bag – they bring own packed tea</li> </ul> </li> <li>● Kids cycle challenge (HS) - 3 short routes, pay a minimum £5 donation and get a medal at the end.</li> <li>● Set up a general JustGiving or similar page for people to just donate or set up their own challenges</li> </ul>
Action Points	<p>Christmas Cards – to go ahead</p> <ul style="list-style-type: none"> <li>● Debbie could do with some admin assistance</li> </ul> <p>Raffle – to go ahead after further thought on how to facilitate</p> <ul style="list-style-type: none"> <li>● Sarah and Bronwyn to lead</li> <li>● Volunteers required to help with the admin and prize collecting</li> <li>● Thought required on how to do this online</li> </ul> <p>Virtual Christmas Fayre and Father Christmas</p> <ul style="list-style-type: none"> <li>● Needs an offline taskforce to think through various options and realistic outcomes – LC to organise</li> </ul> <p>Nativity Play and Carol concert</p> <ul style="list-style-type: none"> <li>● SH to look into and liaise with PTA for assistance</li> </ul> <p>Ideas to be presented to the PTA body for consideration – LC to send communication to those attendees and request help in identifying those to take forward.</p>

Item	Other Funding
Main points of discussion	<p>Highlighted there are other forms of funding available but work required to submit application forms to access this funding, for example, Coop, Tesco, Trusts.</p> <ul style="list-style-type: none"> <li>● Volunteers required to submit these applications</li> </ul> <p><b><u>Covid Campaign (TS)</u></b></p>

	<p>Provide an overview on what the school has had to pay out to be Covid secure and maintain this level in order for parents, teachers and pupils to feel safe. The aim is to focus people's minds on the cost and get people to donate to help!</p> <p><b><u>Gifts in trust (CF)</u></b> Potentially look to liaise with Funeral directors and solicitors around members of the community leaving a gift in trust for the school in their will. People may not be aware that this is an option and given there are a lot of people in the town that went to St Peters, this could be a nice fundraiser and also a good way to connect with grandparents.</p> <p><b><u>More community fundraising</u></b> Look into more wider community fundraising, e.g. Christmas postbox. What could we as a school offer to the community for a donation and also give something back to the community in turn.</p>
Action Points	<p>Volunteers required to look into acquiring funding/grants from Coop, Tesco, trusts etc.</p> <p>TS to provide some wording to SH around Covid Campaign</p> <p>Volunteers required to liaise with Funeral Directors, Solicitors etc regarding Gifts in Trust</p>

Item	AOB
Main points of discussion	<p><b><u>Class Photos</u></b></p> <ul style="list-style-type: none"> <li>● Photos taken and be ready next week</li> <li>● Forms to be available via Newsletter or School communication and then e-mailed to PTA account</li> <li>● Payment to be made via SchoolComms – reconciliation required</li> </ul> <p><b><u>Individual Photos</u></b></p> <ul style="list-style-type: none"> <li>● Agreed that we could potentially do this ourselves rather than use templest</li> </ul> <p><b><u>Volunteer Drive</u></b> LC – requested people to canvass volunteers or help and contact the PTA committee for things they can help with.</p>
Action Points	<p><b><u>Class Photos - BW offered to run</u></b></p> <ul style="list-style-type: none"> <li>● BW to speak with Sarah regarding photos and Siobhan regarding payment via SchoolComms</li> <li>● BW to send SH updated form and letter on what parents need to do</li> </ul>

	<p><b><u>Individual Photos</u></b></p> <ul style="list-style-type: none"> <li>● SH to ask Sarah before requesting PTA to widen search</li> </ul> <p><b><u>Volunteer Drive</u></b></p> <ul style="list-style-type: none"> <li>● Communicate to the school body the What we are doing, Why are we doing it and How to get involved with the PTA in whatever form they wish.</li> </ul>
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Item	Date of Next Meeting
Main points of discussion	<p><b><u>AGM</u></b></p> <ul style="list-style-type: none"> <li>● Number of roles will need to be filled as people stepping down in the following roles <ul style="list-style-type: none"> <li>○ Chair, 2x Deputy Chairs, Treasurer</li> <li>○ Nice to have roles – Communications and Marketing and Community Liaison</li> </ul> </li> <li>● Agreed Zoom AGM – 12<sup>th</sup> November 8pm</li> </ul>
Action Points	<p>LC to send round zoom invite and information regarding committee roles</p> <p>People to contact committee if interested or want more information</p>