



St Joseph's PTA
Tuesday 20th April 2021 - via zoom

Attending

Ruth Davies
Helen Woods
Celine Powell
Jenny Congdon
Lorna Hayward
Kaye Lee
Catherine Callen
Frances Harty
Anne Coonan
Gabrielle Chateauneuf
Kiera O'Dell

Apologies

Mrs Reeh

Welcome

Ruth welcomed everyone to the meeting and spoke of being optimistic that we may be able to meet in person for our next meeting and discussing what we can and cannot do over the next few months will be ongoing in the meeting. Ruth announced that Lorna has agreed to take over as chair and a handover is now beginning. Ruth and Lorna will be meeting for face-to-face to discuss the handover. Ruth stressed that she will always be here to help. Celine will also be taking over the role of banker from Nadia. There is now full team to take forward and looking at the structure of the PTA will be discussed later in the meeting. Ruth will now start to take a back seat, letting Lorna lead and we will focus on getting more people involved. A good point to mention is there are no major events plans, so we can start small and build in September. Thank you to Lorna and Celine for agreeing to take over these roles.

Minutes of the last meeting- the minutes were approved and signed by Ruth.

Treasurer's Report

20/04/2021

Income - Fundraising

- Since last meeting, Cash Matching for Christmas Raffle now received so there are no outstanding amounts for Christmas fundraising.
- Balloon race payment received
- Table summarising the events is below:

Event	Total raised	Received	To come
Lapland walk	£2,089	£2,089	£0
Christmas - raffle	£1,774	£1,774	£0
Christmas - Zoom	£279	£279	£0
Christmas - other	£577	£577	£0
10k run	£1,583	£1,583	£0
Weekly draw	£396	£396	£0
Second hand uniform	£491	£483	£0
Quiz	£291	£291	£0
Other events	£13	£13	£0
Balloon race	£551	£551	£0
Other income	£209	£209	£0
TOTAL	£8,253	£8,253	£0

Expenditure

- Other expenditure to date of £232

Statement of assets

- Details the financial position at April 2021
- We have total assets of £8k, comprised entirely of cash. Available funds £6k
- Review of cash position; payment for outdoor play equipment for £19k went through in February

Review of last term's events

Ruth discussed how the focus of last term was the Lenten Fundraising. This is not strictly a PTA initiative, but the PTA had agreed to help support school in organising activities. Any money raised will therefore go to the school's

nominated charities and not through the PTA accounts so there is no conflict of interests. The amount raised was approximately £1200, although this is less than normal it is a good achievement under the current circumstances. The feedback on the events/activities organised were positive. The Easter Trail, Egg Decorating Competition and Easter craft packs all proved popular, with Lorna having to buy extra resources to meet demand for the packs. The PTA had been keen to organise the Freddy Fantastic treat for the children which they enjoyed and are happy to fund the cost of the event which is about £240. Ruth will discuss this with school.

The second-hand uniform sale is still bringing in a steady amount. Celine has agreed to support Pavlina Gray who is taking over the organisation of second-hand uniform. Thank you to Celine for this. Ruth will meet with Celine and Pavlina Gray to look at storage moving forward. This may involve keeping less stock, logo uniform only and storing it in the school garage. Although it is a lot of work it is worth doing as it brings in money and is potentially saving parent around £5000 year. It stops the clothes going to landfill and meets a social need. Ruth discussed possibly putting prices up a bit as parents had commented on how cheap the uniform is.

Planning for upcoming events

- Ruth first discussed events that normally take place which will not be able to at the moment, the coin challenge and St Georges Afternoon Tea.
- Ruth stated that it is worth planning for a Father's Day Sale for June. We currently have plenty of stock in the garage but would need a volunteer to organise it. It could potentially happen over a few afternoons after school. A list of what is involved in organising will be drawn up and sent out to parents more widely.
- There will be no summer fair, but Ruth suggested looking at what we normally do and offering it in a deconstructed way. For example, having a week of activities, holding a cake sale after school, a pocket money stall, the children having a dress down day and possible games. Another suggestion put forward was parents could donate items to create hampers to raffle off. Each class could be given a theme e.g., BBQ, treats, water fun. Any plans will have to be discussed with school regarding covid 'bubbles' and contingency plans made.
- The possibility of giving Y6 responsibility for organising sponsored events was also discussed. Ideas put forward were a sponsored walk and car wash.
- Regarding Y6 end of year events, Robin Wood, hoodies and yearbook will still go ahead, and the Y6 parents are looking at organising a party.
- The annual Scholastic Book Fair is not looking possible, but alternatives will be given some thought.
- The Holy Communion Party is still to be decided on. The PTA are usually involved in this and Ruth will speak to school over plans. Lorna suggested

if parents of Y5 and Y6 would donate Holy Communion dresses for parents to buy. Ruth questioned whether parents would buy used dresses but agreed it is worth looking into.

- The possibility of doing a whole school tea towel or bag keepsake was discussed. Ruth will liaise with school. The Nursery tea towels will go ahead, Helen to organise this.
- A suggestion was made for the children to purchase sunflower seeds and pots and possibility make it into a competition.
- Ruth will also discuss with school the PTA organising an ice cream van visiting school.

Planning for the Spring Dance

Lorna has been in touch with venues and is waiting to meet with Mrs Reeh to discuss dates. Lorna said that there is availability at the moment, but it was felt that venues are likely to get booked up quickly. It was agreed that Lorna would decide on a date and book a venue. Although from past experience this can be difficult especially regarding First Holy Communion as a date is not decided until much later on.

Online laptop fundraising

The target for laptop fundraising is £10,000, we are currently at about £6,500. It was agreed that a crowd funding page where we just ask parents to donate to reach the target would be revisited at the next meeting as ideally, we want to be at around £8,000 so parents would be making up the shortfall.

Maximising other fundraising opportunities, e.g. cash matching, reward schemes.

The need to continue to try and get people involved was discussed. Anne is still able to cash match this year and knows who else can do it and will try to match them with an appropriate opportunity. Jo Healy can hopefully still cash match the online raffle. Anne agreed to draft a letter and WhatsApp to parents as a reminder explaining who can cash match and what is involved.

Committee succession planning

Anne has produced a draft leaflet to go out to parents outlining upcoming/annual events and showing where lead volunteers are needed. Anne spoke of the importance of encouraging more parents to get involved and take ownership of events, but also encouraging parents who are concerned about time constraints that they can 'dip in and out'. Anne suggested another WhatsApp message would be good to get across the message that all help is welcomed, we are all part of the PTA and that parents can get involved without taking on any responsibility. All contributions are welcome. Frances and Anne to liaise on this.

Approving bank mandate changes

Bank mandate changes were discussed, and it was resolved that:

The Authorised Signatories in the current mandate, for the accounts detailed in section 1.3. be changed in accordance with section Authorised Signatories.

Helen Ward and Jennifer Brochwicz Lewinski are to be removed and the following names added:

Kaye Lee

Lorna Hayward

Jenny Congdon

Helen Woods

Celine Powell

The current mandate will continue as amended.

Date of next meeting- Tuesday 8th June

AOB

Ruth passed on thanks from the school governors to the PTA, they acknowledge how much work is put in and are amazed that so much money has been raised in the current circumstances.

The deadline for the Easter Trail has passed, winners were picked at random during the meeting. Ruth will notify the winners.

Anne mentioned that fundraising schemes were coming back online and had been looking into the Tesco application. Anne said that Tesco had been inundated so it is worth moving quickly. Anne suggested discussing with school what plans there are following the purchase of laptops and making this project the focus of any application. Ruth said Mrs Reeh had mentioned improvements to the school library, although additional money for laptops would always be used.