



St Joseph's PTA
Tuesday 8th June 2021 - via Zoom

Attending

Ruth Davies
Helen Woods
Celine Powell
Lorna Hayward
Kaye Lee
Catherine Callen
Frances Harty
Anne Coonan
Gabrielle Chateauneuf
Mrs Reeh
Nadia Gazeley
Debbie Loftus
Liz Donaghy
Sonia Walusimbi

Apologies

Jenny Congdon

Welcome

Ruth thanked everyone for coming and expressed how we had hoped to meet face to face but it is not to be. As most people already know each other Ruth welcomed Sonia who has joined for the first time and briefly introduced everyone.

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

Appointment of new PTA chair

Ruth explained that the appointment of a new chair usually takes place at the AGM. However, as Ruth will cease to be a parent at the school from the end of the summer term she can no longer be a committee member, therefore Lorna has agreed to be co-opted as Chair with effect from the end of the school year until the next AGM when her appointment will be confirmed on a permanent basis. Ruth gave a massive thanks

to Lorna for agreeing to this and although the handover had not been quite as planned Ruth will still be around for any support needed. Everyone raised their hand to vote in Lorna.

Debbie welcomed Lorna to the role, sharing what a fantastic role it is to have, a great opportunity to meet lots of new people and for Lorna to make it her own.

Debbie went to thank Ruth on behalf of the governors for all her incredible hard work over all her years as chair, for making a massive difference to our beautiful school and for providing the children with so many extra opportunities.

Mrs Reeh passed on thanks from herself and from all the staff and children. Mrs Reeh went on to say the PTA is always there supporting school from fairs to afternoon teas and that Ruth's legacy will be longstanding. With the support of the PTA team Ruth's planning has always been meticulous and described how the children and the wish to bring the school community together as always been at heart of everything Ruth as done. Mrs Reeh stressed what a difference Ruth has made to families at the school, past, present and future.

Mrs Reeh welcomed and thanked Lorna for taking on the role.

Ruth was presented with a bouquet of flowers and champagne from the PTA committee. Nadia passed words of thanks from the committee for her fantastic leadership and shared that during her time as chair Ruth has raised around £180,000 for the school. Nadia also stated that there are upcoming celebrations planned.

Treasurer's Report

08/06/2021

Income - Fundraising

- Issues with access to bank account so minimal movement reflected here since last meeting. Big thanks to Kaye for her perseverance with NatWest!
- Outstanding expenses include the Freddie Fantastic reimbursement to school, expenses for walk to school week and sunflower seeds
- 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	£373	£373	£0
Second hand uniform	£636	£636	£0
Quiz	£291	£291	£0
Other events	£73	£73	£0
Balloon race	£551	£551	£0
Other income	£209	£209	£0

TOTAL	£8,435	£8,435	£0
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Expenditure

- Other expenditure to date of £232

Statement of assets

- Details the financial position at April 2021 (May data is incomplete)
- We have total assets of £8k, comprised entirely of cash. Available funds £6k
- Review of cash position

Other

- Filing for Charities Commission due end of June

Although there is not requirement to do so as we have not met the relevant income threshold, it was agreed that it would be good practice to arrange for the accounts to be independently reviewed and Dave Field (who has taken on this role previously) will be asked to undertake the review.

Review of last term's events

- Ruth stated that not a lot had happened financially last half term as we were finishing off the Lenten fundraising. Ruth went on to say we have had lovely feedback for the charities that we supported. The Hospital Trust will feature St Joseph's fundraising in its social media posts.
- Sunflower seeds were a lovely end to Wellbeing Week. Miss Murray had suggested the idea to the PTA and as it had previously been discussed we were quickly able to pull together a team to provide packets of seeds for all the children. The PTA have said this will be followed up with a competition, Ruth suggested perhaps September to give the flowers time to grow. Frances has volunteered to lead this. Thank you to Frances.
- 'Walk to School Week' although there were some practical issues as we were not able to run a playground stall as we would normally, it was felt the best solution in the circumstance was for the juice and brioche to be handed out by the teachers in class. Although there was some feedback regarding children, particularly the younger ones missing out if they had not got £1, there was a large demand, with PTA helpers having to purchase extra provisions. Ruth is optimistic when the cash is counted that the event has raised a reasonable amount of money. The intention of the walk to school week, including the PTA refreshments, was to raise awareness of the traffic around school. Mr Hopkins is leading a road safety group which is looking at these issues. The results from the recent parent survey confirm that most parents feel that this is a serious problem.
- Requests have been made to replenish school uniform stock. Handing over

responsibility to Pavlina and Celine has continued, space has been made in the garage, storage is being prepared and we are planning to hold a sale in the church carpark this term.

- Nursery tea towels are being produced, parent have been making orders and will receive the tea towels by the end of term.
- The 'Smartie Challenge' proved a 'challenge' for Lorna to source a large amount of smartie tubes! Children are being asked to return the tubes by Friday and the class that returns the most tubes will receive a reward. Lorna will discuss the winning class with Mrs Reeh next week and Mrs Reeh will decide upon an appropriate reward.

Planning for Summer events

Ruth talked about with not yet having clarification on the lifting of restriction it is best to be cautious regarding the planning of events this term.

- As previously referred to requests have been made for second-hand uniform and a sale is planned for the 22nd and 23rd June.
- Jo Healy has volunteered to set up the online raffle hosted by Raffall and will also cash match the amount raised. Thanks to Jo for sorting this. Liz is continuing to collect prizes for the raffle, thank you to Liz. Ruth stated that from past experience of difficulties handing out the prizes it is best not to have too many prizes. Ruth will send a message to the PTA helpers for volunteers to go around local businesses to ask for prizes. Ruth has a prepared list of business and an accompanying letter. Anne suggested targeting new local businesses also. Ruth will keep a list of who is targeting which businesses so as not to duplicate. It was decided to launch the online raffle soon.
- A Father's Day Sale will hopefully go ahead. We still have a lot of stock from previous years. Lorna and Ruth will go into the garage this week to confirm what stock we have. The logistics of holding a sale were discussed, with the suggestion that it be held after school in the parish centre. Ruth will check with Father Stephen if he is happy for this to go ahead. It was suggested to provide children with photos of what is to buy so they can decide first, the issue being there is limited stock therefore it would be first come first served. Mrs Reeh will give some thought to the logistics of how to include afterschool club children and whether to have a Key Stage 1 and Key Stage 2 sale on separate days.
- Lorna is organising a 'colour hamper raffle'. Each year group will be given a specific colour and asked to bring in an item for a hamper. Mrs Reeh agreed to an own clothes day on 2nd July in exchange for a hamper item. The items will be aimed towards the children as the online raffle caters more for adult prizes. Lorna will look into getting the raffle tickets printed off and ready to be sent home with the children. The raffle will be held in the last few weeks.
- The idea of having an after school 'fair' with events and stalls over a few days had previously been discussed. The rules around restrictions will be monitored and if possible, something will be pulled together at short notice.

- A Break the Rules Day is planned for the Y6 children along with a possible sponsored event. The Year 6 disco and family party will go ahead depending on restrictions.
- The PTA will support New Nursery and Reception Evenings.
- Mrs Reeh will confirm with Father Stephen as soon as possible as to whether First Holy Communion will go ahead on 26th June and what restrictions will apply. Class bubble celebrations are hoping to be held in the Parish Centre.
- The PTA will support Mrs Slaven who is organising a whole school birthday party on 16th July.

Planning for the Spring Dance

Lorna has booked Ringway Golf club for 30th April 2022. Lorna will speak to the venue about applying for a temporary extension licence to serve alcohol for an extended time.

Online laptop fundraising

It was agreed we will set up an 'online giving platform' for parent to make a voluntary donation to help reach the target of £10,000. The importance of careful wording was discussed and the idea of a thermometer as a physical representation of the money being raised. Anne stated that the results from the parent questionnaire showed that parents would be willing to donate.

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

Anne has drafted an application to the Tesco fundraising scheme and once Anne has clarified an issue over VAT she will submit the application. Anne will also investigate the book token scheme and submit an application.

Committee succession planning

This will be discussed more at future meetings as this evening's focus has been on the appointment of a new chair.

Date of next meeting- 13th July 2021

AOB

- Lorna suggested another short meeting at the end of the year to round things up and for Ruth to see through this terms fundraising.
- Ruth mentioned being approached by a Y1 parent who runs a soccer school and provides soccer themed fundraising events. However, as school would only receive 60% on any money raised Ruth felt this was perhaps better to consider for future fairs.

- Lorna mentioned a parent who works in fashion and who is keen to hold a Ladies Night and that this could be organised for September/October.
- Frances mentioned she is able to get hold of football signed memorabilia and thought will be given as to when to is the best opportunity to maximise profit on these items.
- Anne and Gabrielle both took part in other local schools Easter trail and shared ideas on these that could be incorporated into future trails. Anne described how the school had used social media to promote the event and leaving maps to purchase in local parks.
- A date for the AGM in October has been set for the 7th October 2021 so that this can be communicated to parents and new parents during the summer term.