

19/11/24 PTFA Meeting Minutes

Item 1 - Attendees

Gina Matthews - Admin
Chloe Pritchard - Parent
Sarah Morris - Parent
Gina Nell - Parent
Lou Morgan - Parent

Apologies

Nicola Phelps - Admin
Rachel Priest - Parent
Jayne Coleman - Parent

Item 2 - Review of actions from last meeting

Action ID	Action	Actionee	Update	Status
1	Order KS2 aprons.	Nicola Phelps	Out of stock at preferred supplier. Continuing to chase for availability.	Open
2	Supply requirements and costs for art supplies.	Teachers	Nothing received yet. Nicola to chase teachers to submit their needs.	Open
3	Contact companies to support pond project.	Chloe Pritchard	MKM at Newent will supply materials at a subsidised rate. Coop, Nature in Art and Wildlife Trust are unable to support. No response from Big Dug or Camphill Trust. Lou suggested contacting Tesco Groundwork, Barnwood Trust and the Foyle Foundation. Gina Matthews suggested seeking support from Three Shires Garden Centre in Newent.	Open

			NEW ACTION - Lou to take the lead on contacting these new companies.	
4	Launch Christmas art competition.	Chloe Pritchard	<p>32 entries received and a winner announced for each year group in assembly. Each winner was also given a book as a prize.</p> <p>Art entries have been submitted to Cauliflower Cards (apologies, originals cannot be returned) and free delivery to school for orders ends this week. At present we're expecting £35.50 in commission.</p>	Closed
5	Investigate Parentkind membership and share recommendations.	Chloe Pritchard	<p>Benefits of Parentkind membership shared with the PTFA group. Decision made to proceed however Gina Matthews liaised with Parentkind who advised that membership is not necessary for us as PTFA funds are held by the school and not the PTFA and we will still be eligible to receive the Asda Cashpot (currently £119.48) without joining.</p> <p>We will therefore NOT take out Parentkind membership.</p>	Closed
6	Write PTFA welcome letter to parents.	Sarah Jones	Completed and published on app.	Closed
7	Advert for Facebook page to be shared with admin to increase engagement.	Rachel Priest	Not completed. Lou expressed an interest in helping with the Facebook group, extracting relevant information from newsletters and other	Open

We need to be stricter on timings, starting the film on time and not early as otherwise children get bored while waiting to be collected.

Collection got quite hectic - it may be better for children to be collected from the yard rather than outside the office as per a normal after-school pickup. This should be simpler to manage because there is more space.

Our advertising efforts were criticised so we discussed what more we can do to advertise our fundraising events and activities. Better use of the Facebook group was discussed and Lou Morgan volunteered to become a co-admin alongside Rachel, regularly publishing relevant content to boost engagement and reach.

We could use the poster box outside of school to advertise our events. This was used to advertise the art competition but it is not clear whether anybody noticed it. We decided that on balance it is better to use it than not, so we will ensure that all PTFA events are advertised in this box going forward.

Item 4 - Current financial status

Gina Matthews reported that the film night raised £290.55.

Expenses incurred since the last meeting include refreshments for the film night (£21.09), Parentpay commission for film night bookings (£8.36), raffle tickets for the Christmas hampers (£42.75) and books for the art competition and the Little Dormice Christmas party (£16).

There is plenty of milkshake left for future events though this will need to be assessed nearer the time as it is available to children attending the Breakfast Club, 12 pints of milk was more than adequate for 60 children and 4x200g bags of popcorn was just enough.

The PTFA currently has an account balance of £726.87.

Item 4 - Fundraising ideas

This item was skipped due to lack of time. To be covered at the next meeting.

Item 5 - Any Other Business

We discussed ways of building the PTFA membership. This is important as new members bring with them new ideas and transferable experience and can help us to better achieve the PTFA goal of raising funds for the children of our school.

We wondered about the possibility of adding a PTFA subsection to the school app so that all relevant information could be compartmentalised for easier access by parents. Post-meeting note: Nicola Phelps suggested the PTFA could issue a monthly newsletter. It could be published on the app, sent home in children's bags and also published on the Facebook group.

			<p>school communications and sharing it to help boost visibility and reach.</p> <p>Discussed the benefits and risks of using social media to share information about PTFA events and decided that overall, boosting engagement in a controlled environment such as the private Facebook group would be beneficial.</p>	
8	Enter Sunshine Radio Santa competition.	Chloe Pritchard	Entered but we are not in the final shortlist. Will try again next year.	Closed

Item 3 - PTFA Film Night Lessons Learned

The Film Night was held on Tuesday 22 October and attended by over 60 children. The snack offering of milkshake and popcorn went down well and the high uptake suggests that parents are happy to pay for wraparound care style fundraising.

The event was low effort and high return, raising £290.55 less the costs of refreshments and Parentpay commission (total profit £261.10).

However, some children's behaviour was disruptive, with frequent toilet trips and talking which may have diminished the enjoyment of others. We discussed how to manage this in future. Suggestions included running two films concurrently to better account for different ages and tastes but this was felt to be too labour-intensive for supervising adults and could give rise to children moving between rooms during the film.

We could look to run a shorter film, or pay for a more current/popular film. This would eat into profits but may increase the likelihood of all children sitting and enjoying it without distracting others.

We could set behaviour expectations before turning on the film and make it clear that those engaging in disruptive behaviour will be asked to move to a separate monitored breakout room where colouring, puzzles and other activities would be provided for their entertainment.

We could embrace the energy and choose a singalong film where the children are expected to get up, join in and move around.