

Minutes of PTFA meeting held by Zoom on Wednesday 23rd September 2020

Present : Andy Thurman (AT), Frances Brunsdon (FB), Lou Munn (LM), Rachel Reid (RR)

63. Apologies

Rebecca Johnson (RJ), Anita Emery (AE)

64. Minutes of previous meetings

Only outstanding action point was the thank you letters to the companies that donated for the Christmas Raffle. Due to Covid 19 no further action had been able to be carried out, but now that back in school, all thought that it was important to take the photos and send with a thank you letter, apologising for the delay with explanation. All other outstanding points are now null and void due to the pandemic. **Action point : RR to write letter to send out to all donors.**

65. AGM

Rachel would like to stand down as Chair for the forthcoming year, and the set date and format for the AGM has not been possible due to Covid 19. It was decided to postpone for a couple of months in the hope to get new faces onto the committee and some candidates for a shared Chair role. It was also thought that by having more Vice roles on the committee for the officer roles, it would be easier for the Vice's to take over when the officer stood down. The new date would be 4/11/20 at 8pm, and it would be held by Zoom. Invites to be sent out after confirmation of attendance, and then we would hopefully also be quora, as would know the numbers before holding the meeting.

Action point : FB to send officer job roles to LM. It will go out on newsletter, and on website and be advertised on class What's App. **Action point : AT to send out a mailchimp digest message updating people of what has been happening.**

66. Update on finances by treasurer

Andy said unable to currently log on to CAF bank, and thought that it might just be a blip their end.

Action point : FB to check to see if she can log on, and let AT know. We need to sign off the finances at the end of September. **Action point : AT, RR and AE to arrange a mutual date to get them signed off.**

67. Purchases made and outstanding

No money has been requested from us for funding for the purchases made. **Action point : LM to check with Miss Hare on where we are with the spend, and also what may be required for fundraising for the forthcoming year.**

68. Second-hand clothes rail

This is one of the current fundraising ideas that we are still able to continue with, and it was thought that the best way forward with this was for it to be on display, on a regular day at the front of the school. The day chosen was a Wednesday. It will now be stored in the PTFA shed, and wheeled out at 1445 and put away just before 1515 before Lilac Class come out. We would need to provide hand sanitiser for use, and to also provide a sign for people to keep their distance while browsing. **Action point : FB to arrange signage, sanitiser and promotion of rail. RR to email Miss Hare advising of the plan, and to ask Joe to place the rail in the shed.** RJ and Lex to put out and to arrange for others to help, and FB, RR, AE, MVP and anyone else waiting for children to come out from KS2 to put back.

69. Supermarkets

We have now received £230 from Waitrose in March, £1166 from Tesco in June, and are awaiting any monies from Co – op, which we should hear about next month. Emma Huxtable still happy to be the contact and organiser of this. She will also be arranging for photographs of the items to be sent to the supermarkets as evidence of our spend.

70. Any new fundraising ideas in the 'new normal'

Ideas muted were a Zoom quiz and or Zoom wine tasting. **Action point : FB to speak to contact in the wine trade for a wine tasting event, and RR to speak to Phil re the quiz**

71. Christmas Cards

This was one of the few current fundraising events that can go ahead as normal. **Action point : FB and Chantel to organise.**

72. AOB

Some of the children that have left the school are still on Mail Chimp mailing list for info on the PTFA. **Action point : FB to email AT with those that need to be removed.** It was thought that going forward, at the end of the school year, a message should go out to all on the mailing list to see if they would like to continue and if not, then they could delete themselves from the list.

73. Date of next meeting

AGM to be held by Zoom on Wednesday 4th November 2000