



Freshford School PTA Minutes

Tuesday 10th January 2017. 7.30pm Finish 9.30

Attendees: Sam Lascelles (Chair), Ceri Shaw (Secretary), Chloe Fletcher (CM), Sara Buchanan (CM), Caroline Villiers (CM), Graham Parker (CM), Lucy Stavri (CM), Harriet Pilkington (CM), Jamie Colston (CM), Sarah Abercrombie (Treasurer), Alex Malir (CM), Andrew Wishart.

*CM = Committee Member

Apologies: Vicki Mowat, Vicky Peck (CM).

1) Report on Last Terms Final Events

- a. The Christmas Fayre raised approx £1,265
- b. Amount raised from Charity Christmas Trees:
 - i. NSPCC £15.96
 - ii. Cancer Research £34.38
 - iii. Mercy Rescue Trust £23.82.
- c. Cake Sales & Disco raised: £470 & £310 respectively for the term.
- d. Great newsletter Caroline, thank you and well done.
ACTION: To discuss in March meeting whether we need a newsletter this term.

2) Outstanding Items from Last Meeting

- a. Its still unclear whether we need to nominate a sub group of trustees within the committee as part of the new constitution.
ACTION: Jamie
- b. New Constitution has been signed. **ACTION:** Needs sending off.



- c. The Communications Board is up outside the school gate for newsletters and PTA minutes!

ACTION: Ceri & Caroline

3) Ideas Co-Ordinator Report:

Graham, as the newly co-opted Ideas and Events Coordinator presented his initial views of what is both required and what is possible with regards running events for fundraising

Graham has researched the PTA's fundraising income over the decade and noted that in recent years it appears to be lower than it has historically been achieving. There may be many reasons for this. AW added that this was at a time when school budgets have declined in real terms. There is a separate point about understanding how acute the need for fundraising for the school is.

ACTION: Graham to work with AW and Alex to create a summary of the monetary needs of the school.

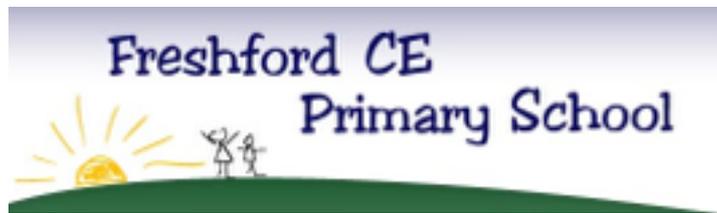
The constitution specifically limits the fund raising activities of the PTA to raising funds for Freshford School only. The decision was made that the PTA's fundraising efforts should be focused on the school. Those wishing to help the school's charity activities are welcome to get involved. Indeed AW commented that the children are very engaged on this topic.

- a. To collate views from the wider parent community with regard to events and fundraising by the PTA. **ACTION: Graham**
- b. To Research a "Smile" discount card and report back. **ACTION: Graham**
- c. Another activity event (tennis-a-thon or communal 1000 mile walk) to be organised before the end of the year. **ACTION: Graham**
- d. To look into selling Christmas Trees next year: **ACTION: Sam/ Jamie.**

4) Up & Coming Events this term

After a busy Christmas term (£6,000+ raised), this coming term will be quieter as has been the form previously. The Committee does want to run a few events and it was agreed that it would be limited to a Jumble sale and local beer / cider tasting event.

- a. A jumble sale/ nearly new sale this term. **ACTION: Jamie & Lucy S**



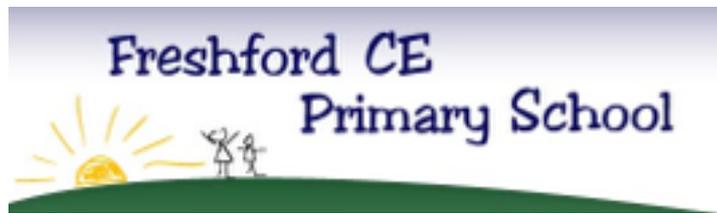
- b. Beer & Wine event: **ACTION: Graham & Jamie.**
- c. **ACTION: March meeting to look at what is going on in the summer term.**

5) Big Events Look Ahead (Fireworks & School Directory)

- a. It was agreed that the PTA would still like to hold a fireworks event in November next year. The fireworks event will not happen unless the PTA can provide 1 or 2 named people willing to organise this big event. **ACTION: all to look for suitable candidates.**
- b. **ACTION: Sam to book the fireworks company.**
- c. The School Directory also needs sourcing to someone. **Any volunteers?**

6) Report on Finances (Gift Aid/Standing Orders/Expenditures/Goal Posts/Crates)

- a. Chloe reported that efforts to claim back gift aid are on track and made simpler with our new constitution.
- b. Standing Order & Give as you Live sub group.... It was felt that both the standing order donation and the give as you live fundraising routes need more promotion and a means of encouraging participating needs to be planned by a sub group. The document on the school's needs in point 3b would help here. **ACTION: Alex? Chloe? Sarah A? Ceri?**
- c. Goal Posts: £116 for pair of goal post. It was approved for the school to buy these and the PTA to fund. It was decided that no more crates would be purchased at this time.
- d. **ADENDUM:** The PTA events raised £6,250 last term. This does not include non PTA fund raising efforts like the Tennis a thon or the Wine Tasting.
- e. Other expenditures: The PTA currently has a large positive balance as a result of a lack of big ticket spending projects in the last few years. This money should be put to good use and the school



routinely requests support with enhancing school IT. The school has identified that a major outlay on technology is needed to improve the school network, wifi coverage, desktop, interactive whiteboards and tablet provision. A large contribution by the PTA can help make this happen. The PTA committee agreed that it wanted to make a significant amount of its funds available to the school for this technology revamp programme. It was agreed that £10,000 - £13,000 should be made available. In addition it was agreed that the PTA's role is not to make technical decision on what to buy. This was the role of the school staff and the governors. The PTA is instead interested in making sure the money raised was put to good use in the most efficient manner. The PTA would appreciate an update from the school on how it proposes to use this money before releasing funds but will not be part of the procurement process. Such is the significance of this PTA contribution, good communication is needed to explain why we are doing this and the value we are bringing to the school.

ACTION: AW, Alex M

7) File Keeping, Continuity & Event Recording

ACTION: Ceri/Sam to work on developing a central Drop Box record for PTA matters.

8) Class Reps Structure.

There was discussion whether Lucy was happy with the design of the Lead Class role being that it aims to provide a single focal point for the wider class rep structure. The effectiveness of this role is important when mobilising helpers are large events and the effectiveness of this approach will be monitored.

ACTION - Sam to follow up with Lucy on how to best make this work.

9) Healthy Eating Discussion: Following the request from several parents a discussion was held on healthy eating in school. A wide range of views were presented There are two clear areas: 1/ Healthy Eating in School hours & the schools policy and 2/ Provision of healthy snacks/ confectionary at PTA events. It was concluded that the PTA (which are in our control) should try to reign back the availability of sugary snacks but that a outright ban was deemed by a majority of those present not be required. The matter will be reviewed by the committee in due course



to see if this approach works for our community. On the first point it was suggested by the committee to the school staff and governor reps that clearer guidelines and indeed a policy was needed on the availability / introduction of sugary foods in school hours.

10) AOB

- a. Sarah Abercrombie is stepping down as Treasurer at the end of the year so we need to find a successor! This role is key to the functioning of the committee. Someone good with numbers will do, you don't need to be a trained accountant.
- b. The PTA will not be funding Yr 6 leavers books.

**Next Committee Meeting: Friday 10th March 9am
prompt. School Hall (tbc).**