

PPTA Meeting

19 November 2018 at 9.30am

Chair: Hannah Eno (HE)

Present: Hannah Peachey (HP), Becky Swindells (BS), (AM), Ali Robinson (AR)
(minutes)

Apologies: Emma King (EK), Emma Cawsey (EC), Stacey Howard (SH), Amy McLauchlan, Gurmit Kler (GK), Ria Daly (RD)

		Action
1.0	<p>Treasurer's Report</p> <p>Current bank balance £5531.70</p> <p>Income this academic year consists of: Halloween cakes £337.90 Halloween disco £434.80 Lollipops £60.00 Uniform sales £68.00</p> <p>In addition we raised £385.50 for Children in Need and £177.35</p> <p><i>Funds committed to date are:</i> Halloween disco expenses £193.00 Mr Patel's Yr 6 books £350 Helping school with old books invoice £500 Santa books £254 Yr 6 hoodies, breakfasts and show licences (cost tbc) Spanish day (tbc) Miss Khan's author's day £650 Living Eggs (cost tbc)</p> <p>We anticipate forthcoming income this term from Santa's and Christmas hampers.</p>	
1.1	PPTA bank balance is quite healthy. Form for teachers to nominate purchases has been circulated.	
1.2	It was proposed that we ask senior management if there is anything large that the school needs or is considering buying, with which PPTA funds could help.	HE
1.3	Failing any large purposes, it was proposed that we present teachers with giant cheques (possibly £200) asking that they involve their classes in choosing what to spend the money on.	

1.4	HE is planning to work with Mr Bowen on funding proposal to the Tesco Carrier Bag scheme for potential funding of outdoor athletics equipment.	HE
1.5	<p>HE reported that she had been in discussion about claiming the gift aid from School Fund donations >£500 and would be working with Miss Green to enact this.</p> <p>HP suggested it would be useful to have a gift aid tick box on the School Comms payment portal - anyone can tick that at any point and the school can automatically claim gift aid without further permissions. HE would explore.</p>	HE
2.0	<p>FUNDRAISING -Events to date</p> <p>2.1 Halloween disco Biggest problem was delay in being unable to set up because no-one was in the office to let PPTA helpers in or out when unloading from the pod. Suggest we ask for permission to have the code, or the blue tag that opens the gate just for the period of the event. HE has previously requested the code but was not allowed it.</p> <p>In future it would be useful to allocate tasks to specific people.</p> <p>Candy floss sticks need to be square or floss doesn't stick.</p> <p>List should be created of who has been trained to use any machinery like popcorn or candy floss machines.</p> <p>Glitter tattoos - although popular, they are time consuming. It was proposed that stall use water/transfer temporary tattoos in future as they are quicker and can be very effective.</p>	<p>HE</p> <p>HE</p> <p>HE</p>

<p>2.2</p>	<p>Cake sales Although the cake sales are very successful, as the PPTA has been commended for charity work it was proposed that we continue to use sales predominantly to fundraise for other charities, and that we keep a cap on the number of cake sales we do in order to avoid CAKE FATIGUE if there is such a thing 😊</p> <p>There was quite an appetite amongst the group to fund some smaller local charities that don't get the publicity or funds that larger charities do. Proposed that we split proceeds of charity cake sales between a 'known' charity and a smaller local related cause where possible.</p> <p>Suggested timetable/causes (comments welcomed please! Asterisked suggestions have come from PPTA members)</p> <p>Valentine's (Feb: BHF/Little Hearts Matter*) Comic/Sport relief (15 March: Comic Relief/Birmingham Children's Hospital) Birmingham 10K (26 May: PPTA only) Summer Fete (July: fundraiser for fete) Macmillan coffee morning (Sept: Macmillan/local cancer charity) Halloween (Oct, for PPTA) Children in Need (Nov: CIN/Acorns Children's Hospice*)</p> <p>We agreed to cancel the Christmas cake sale because there is too much going on already.</p>	<p>All</p>
<p>5.0</p>	<p>Uniform sales The (nearly) weekly sales had gone steadily but there is still a large amount of uniform to be sold which is taking up a lot of room in the pod. Will continue to try to sell for the remainder of the term. We've made a box of freebie uniform - mainly slightly older stuff - to help clear backlog and help families who may be in need but can't buy it. It was also suggested that some could be given to class teachers for emergencies/families in need.</p>	<p>HE</p>
<p>6.0</p>	<p>Lollipop sales Agreed to stick with them as they fit the task in hand better than any alternatives! Sugar free options are sadly also unhealthy.</p>	

<p>7.0</p>	<p>FUNDRAISING - events for the remainder of this year</p> <p>Hampers Becky to obtain boxes. Decorating to take place with book wrapping for Santa's grotto on 30 Nov in the library. Soft toys being added to hampers with appropriate ribbon colour to start classes off. Hampers to be distributed to classes week of 3 Dec. Mr Dubberley to help with ticket sales at the gate and help from PPTA from week of 10 Dec. Colours are: red, green, blue, silver, gold, black & white, purple. Ali will do posters. HE will buy wrapping paper/tape/ribbon .</p> <p>Santa's Grotto Mr Cham's dad has confirmed he will stand in for Santa 😊 on 17 Dec. Book wrapping 30 Nov; helpers: Louise, Amy M, Manbir, Noreen, Hannahs E and P, Stacey, Emma K, Rachel Ticket sales from 26 Nov to 10 Dec which will allow us to get extra books if needed. Ali to make tickets. HE needs to check with Miss Khan re a library cupboard. Library needs scoping out to see how we can best set up Santa etc given its changed use since last year. Grotto decorations need a bit of care and attention as some bits are torn. Setting up grotto 14 Dec -Rachel, Hannah P, Hannah E, Manbir, Ria; HE will ask school caretaker for some help if we need to hang curtains for screening Helping at event 17 Dec - Hannah P, Hannah E, Becky, Ali (costumes desirable!)</p>	<p>BS</p> <p>All to contribute if possible</p> <p>AR HE</p> <p>AR HE</p> <p>HE</p> <p>HE/HP</p> <p>HE</p>
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<p>8.0</p>	<p>FUNDRAISING - events for next year</p> <p>Easter disco Date tbc - term ends 12 April.</p> <p>Cake sales - as outlined above</p> <p>Birmingham 10K - Chad Vale Runners Andy (V2) and Simon (V3) are proposing running the Birmingham 10K for Chad Vale and want to recruit additional staff and parent runners. HE has made a Facebook page and will ask for a newsletter piece to publicise it. The intention is to do training runs from CV regularly. We will try to get local business sponsors and t-shirts printed.</p> <p>Pop-up Planetarium HE proposed hiring a pop up planetarium as a fundraising event - all agreed it was a good idea, but suggested instead the PPTA could fund it as a whole school activity to tie in with any scheduled class activities. This way more children get to enjoy the event. This was agreed to be a great idea.</p> <p>The programme consists of three activities for EY/KS1 and KS2 children including a presentation from an astrophysicist, a film about the ISS featuring Tim Peake and an animated film about space (can choose from about 50 different ones).</p> <p>Alongside it was proposed we could have a non-uniform day ('dress up for space') with an optional £1 contribution for PPTA. The event costs around £560-£1000 depending on size of dome/number of children. HE to discuss with Mr Dubberley/science lead.</p>	<p>HE</p> <p>HE</p>
<p>9.0</p>	<p>Communications We discussed the continuing problems in getting information across to parents - seems like every method has its flaws although recognised that many parents just do not read school communications and/or fail to notice posters etc. We now have an A board! Proposed that a topper cut out could be added to give height and attract more attention for special events. Can also use balloons. Tereza to be asked about creating this/these.</p>	<p>HE</p>

<p>10. 0</p>	<p>Parent questionnaire</p> <p>We had 16 responses and all very similar to the last time the questionnaire was sent around. Suggestions included 11+ tuition, inspirational speakers' programme, books/trips to engage and enhance learning. Many of the suggestions are covered by activities the PPTA already contributes towards. We discussed whether PPTA could support first aid training for children within school, with refreshments provided by PPTA. HE to discuss with Mr Dubberley as this may be something school is already thinking about.</p> <p>We did get 5 new volunteers via the questionnaire so very happy!</p>	<p>HE</p>
<p>11. 0</p>	<p>Fete</p> <p>We agreed not to leaflet next year, it's very time consuming and uses a lot of paper, and we are not sure how effective it is. However we will flyer new parent events at the school, and continue to use banners on the High Street/near school. It was also felt that the Harborne Community Facebook page was very effective for publicising events.</p>	
<p>12. 0</p>	<p>AOB</p> <p>School Fund - parents keen to have a report on what is happening with it, how the money has been spent etc.</p> <p>Use of tokens for cake sales/other - HE would discuss with Mr Sansom.</p> <p>Old (non valid) UK currency - worth making parents aware that if they have out of date UK currency, the PPTA can use this (banks will exchange it for charities). To go in newsletter.</p>	<p>HE</p>