

# **John Hampden School PTFA**

Registered Charity No. 1075534

## **Committee Meeting**

**Tuesday 7<sup>th</sup> November 2017**

### **1. Committee Members**

- **Present**

Sharon Smits, Lucy Walters, Stef Cork, Amy Spicer, Laura Craig, Mel Schleising, Simon Wood, Seana McLachlan, Catherine Myles, Mairi Lovatt-Smith. New member: Jonny (Fireworks) Milner.

- **Apologies**

Helen Davies, Jon Rice, Laura Braybrook, Paul Hankey, Carol Foy, Zoe Hall, Matt Griffin, Melissa Lancashire, Christina Dudley-Heidkamp, Kim Du Preez, Lizzie Diaz, Julia Edgar, Ginny Loisel, Fiona Dite, Charlene Gardner.

### **2. Approval of minutes**

- Lucy approved the last meeting's minutes and Mairi seconded them.

### **3. Treasurers Update**

- Sharon went through the treasurer's report (see report for full details). Total for last year is an incredible £20,000, £2,500 more than last year!!
- £443.10 raised from non-specific donations?? Unclear what these are at the minute.
- Have spent £10,500 so far this year, including reupholstering of Mrs Begley's chair, JHS gazebos, new PTFA trolley, 2.5k towards interactive whiteboards and first half of class funds.

### **4. Review of Recently Held Events**

- Family Fun Day – really positive feedback. Lots of fun and raised £694. Orienteering really popular, could do with being longer. Laura keen to give the kids an update on how much money was raised towards the new trim trail and let them know that money raised from the bazaar will also go towards it, as will a special incentive planned for February, where they will get a tube of Smarties to take home and then fill up with 20ps over half term. She will also ask for any ideas they may have themselves.
- October Quiz – was quieter than normal raising just £467. Possibly due to the small fair being in town or possibly because people were put off by the really busy quiz. Had we made it clear that table numbers would be capped?
- Fireworks figures still to be confirmed but likely to be down on last year. Lots more advanced sales this year but a lot came via Wally's toy store rather than school. Likely profit to be around the £2,800 mark.

### **5. Update on Ongoing Projects**

- Fund for Barnaby Cork – The new trim trail is due for installation within the next couple of weeks, which will coincide with a revamp of the foundation stage gardens.

## 6. Upcoming Events

- Bags to school on 14th November
- The defibrillator night is planned for 15th November. 16 tickets sold so far @ £20 each. The trainer costs £200, so we need to sell a minimum of 10 tickets to break even and ideally 20 to make a decent profit. Two events would then cover the cost of one defibrillator. Once we've bought one for the school, should we have another event next year so we can site one at the front of the school for the wider community?
- Movie night – 24th November at 5.30pm. Rise of the Guardians, tickets are £5 each and include a hot dog & free squash. Popcorn and sweets will be available to buy. Adults do not need to buy a ticket and we require a minimum of 1 adult per 4 children. The Jackson Hall will be available from 4.50pm. Suggestion for next time – split the evening and do two sittings, KS1 & KS2 perhaps with appropriate films for each?
- Frost Fair – A lovely Christmas shopping evening being held in the Jackson Hall on 30th November 7.30–10pm. Selling lots of local hand-made gifts and crafts. Almost all stalls sold and TENS licence purchased. Need lots of hands to help decorate the hall on the evening of 29th November at 7pm (once the last dance class has left). These decorations will double up and work for the Christmas party the following night.
- Christmas party now 1st December, 8 'til late. This year we have local 13-piece band "No Direction" playing AND there's a top-secret guest drummer!! £5 per ticket. Help needed Friday afternoon/evening to set up tables, bar etc.
- Christmas Bazaar 8th Dec. Set up from after drop off Friday morning but we need to empty the cupboard and set up the Grotto Thursday after pick up. Need as many volunteers for this as possible as there's a LOT of stuff! The halls should be free so no problems setting out the boxes and we'll be using both halls this year. No hot dinners on bazaar day, ParentMail to follow.
- Still looking for reindeer, quoted £1200! Alternative option is using the carnival train as a Polar Express hot chocolate station, decorated with twinkly lights etc. Bazaar committee to pursue options.
- Way off yet but Mr Hankey will be quizmaster at the Burns night quiz early next year. Should we increase the price and include food? Possibly scotch eggs, haggis, perhaps a themed food platter available to order in advance? Crisp tasting round?

*Action: Can't remember who was going to ask Dido Reynolds about the food?*

## 7. Easy Fundraising

Easy fundraising still a slow burn. Really need to push this forward as it has such potential, especially as everyone starts their Christmas shopping. Lucy has created a flyer to go into all book bags and will also look to create stickers to be given out to remind parents. Mairi suggested there may be some useful material available from Easy Fundraising themselves. Would be great to have flyers in the school office and all major events.

*Action: Mairi to investigate any promotional material available from Easy Fundraising.*

*Action: Lucy to print flyers & stickers to go out in book bags*

*Action: Seana to put out a Facebook post emphasising Christmas approaching and now's a perfect time to register etc. (once we have the flyer).*

## **8. Class Funds**

Discussion around class funds and whether there's a different way of raising funds for them. Could we separate it from the normal PTFA activity and raise it directly from parents into their children's classes? Open for discussion, no immediate solution found.

Mel asked if some funds could be made available, outside of the class funds, to buy some apps for the iPads. The PTFA have kindly helped fund lovely new iPads but there's absolutely no budget to buy anything to go on them.

*Action: Mel to come up with a list of apps along with a cost for approval by the committee.*

## **9. General Fundraising**

Laura asked if we could produce a "Ways you can donate" leaflet. There are lots of parents within the school and they don't all operate the same way. Some want to be hands on and help at an event, some just want to pay a regular amount into a bank account and leave it at that etc. A leaflet or maybe something on the PTFA page where all of the options are listed would be a great way of making sure everyone knows what's available to them e.g. help at an event, regular DD, direct support into class funds, Just Giving, Easy Fundraising, Give as you Earn, Fund Matching etc.

On the subject of Fund matching, Nicholas Fuller is currently working for Microsoft who do fund matching up to 7.5k per year! Need to find an event to link him to to maximise the income.

*Action: Sharon to double-check the rules and come back to the committee. Need to explore any other parents working for corporate organisations that offer a similar scheme.*

Would also be nice to communicate more about where the money is going. We do have the thermometer and there is a newsletter but as we all know, we need to really shout about what we do to make sure we're heard above all of the other information flying about the school.

## **10. Santa's Wish Assembly**

Santa's Wish is a re-write of The Night Before Christmas. The author has agreed to come in and do an afternoon assembly followed by a book signing. A contribution from each book sale will be donated to the PTFA. More details to follow.

## **11. Class Reps & Class Pages**

Some of the newer members of the PTFA, and presumably the wider school, were unaware that we have both Class Facebook pages and Class Reps for each class/year. Even though the class pages are not run by the PTFA they are an incredibly useful tool and we need to ensure that everyone knows they exist and is encouraged to join them. Could we get links to class pages on the main PTFA page?

Would be useful to have a Class Rep "cheat sheet" to make the position clear and give anyone doing it for the first time some pointers.

*Action: Charlene to update Class Reps page to make sure all new Reps are members.*

*Action: Who's producing the cheat sheet, I don't remember it being allocated?*

## **12. PTFA / Storage**

The PTFA cupboard is groaning under the pressure of all the stuff we have in there. In particular the marquee and the gazebos are taking up lot of space. Lucy asked if we could investigate alternatives, perhaps a small secure container on site somewhere. Laura mentioned the shed where the netball posts used to be, not sure what else is in there though.

*Action: Laura to venture into the shed and see if there's any spare space.*

## **13. Staff Room Project**

Not really discussed, need to pick up at the next meeting.

## **14. AOB**

- Open evening scheduled for next week. Will be advertised via the Facebook page and it's hopefully going in the Gazette to maximise reach.
- New JHS website launch is imminent!
- Potential fundraising ideas for next year:
  - **Boogie for Books** – whole school activity. Could start and end with a whole school Wake & Shake, then each class to take it in turns to dance in the hall with the children being sponsored. All proceeds obviously to go towards new books.
  - **Children's art exhibition** – get the kids to create some art, get it all properly framed, and then create an art exhibition at school, white walls the works. Parents are invited in to browse and hopefully buy!
  - **Foreign coin collection** – have a big bottle in the office for everyone to get rid of any coins left over from their holiday. Can easily count up and convert to Stirling using the machines available in the various supermarkets.
  - **School recipe book** – get children to bring in their favourite family recipes and create a proper hardback book for sale within the school and wider community. Possibly tie in with the food festival?
  - **Bingo night** – Nathan Swift who runs Rock n Roll Bingo has agreed to run one for us and is provisionally booked in for the Bingo night in March.
  - **School calendar**
  - Each class takes it in turns to sell cakes on a Friday afternoon after school. Could contribute towards trim trail? Possible conflict with being healthy eating school...
  - Recycling plastic milk bottle lids - Mairi mentioned a company who buy the old lids and turn them into beach toys for kids. Similar to bags 2 school.

## **15. Date of next meeting**

Tuesday 16<sup>th</sup> January 2018 – 7.30pm