

Attendees

Alexandra Nica	Cassy Freeman	Clare Walsh	Donna Roughton
Laura Fox	Luci Barber	Mark Huxham	Natasha Vanstone
Simon Underdown	Vincent Onakpome		

Meeting Minutes

- I. Goodwood Funding and Prioritisation:** Donna, Laura Fox, Luci Barber, and Simon discussed the funding shortfall for the Goodwood trip, the prioritisation of this request over others, and the use of the donations account to support the trip, with Simon confirming the use of ring-fenced funds.
- a) **Funding Shortfall Discussion:** Donna explained that there is a funding shortfall for the Goodwood trip, with a reduced team of 12 students attending instead of the usual 30-40. The group agreed that any available funds would be used to cover the shortfall, and Laura Fox noted that Simon would discuss the use of the donations account for this purpose.
 - b) **Donations Account Allocation:** Laura Fox clarified that there is £1,100 in the donations bank account, which Simon agreed could be used to support the Hummingbird trip to the Goodwood final, prioritising this over other funding requests.
 - c) **Prioritisation of Funding Requests:** Donna outlined the school's priorities for funding: Goodwood shortfall first, then the art department camera, and finally the technology department's 3D printer, based on the urgency and number of students impacted.
 - d) **Parental Contributions and Direct Appeals:** Simon suggested that for high-cost, low-participation activities like Hummingbird, direct parental contributions could be solicited via Arbor, allowing parents to choose which projects to support and reducing pressure on PTFA funds.
- II. Thorpe Park Trip Planning and DBS Checks:** Clare, Donna, Natasha, Cassy, and Luci Barber discussed the logistics, timing, and volunteer requirements for a potential Thorpe Park trip, focusing on the need for DBS-checked volunteers and possible dates in the spring or next October.
- a) **Volunteer and DBS Requirements:** Clare detailed the need for at least three DBS-checked volunteers to run the trip, noting that the lack of available volunteers prevented the trip from happening in October. The group agreed to encourage more PTFA members to obtain DBS checks for future flexibility.

PHSG PTFA

🏠 Location: Teams
📅 Date: 07/10/2025
🕒 Time: 18:00

- b) Potential Dates and Student Interest: Donna suggested that the best window for the trip would be just before or after the February half term, but Clare confirmed that Thorpe Park is closed in winter, making April or May more realistic. Donna agreed to conduct a straw poll among Year 12 students to gauge interest.
- c) Parent Volunteer Recruitment: Natasha and Cassy discussed the need to reach out to parents for volunteer support, allowing time for DBS checks to be processed before the proposed trip date.
- d) Financial Viability and Bus Logistics: Clare shared that the trip would break even with 45 students at £75 each, and that she has compiled a spreadsheet of bus prices to assist with planning. The group discussed the potential for profit if both Year 12 and Year 13 students participate.

III. Roller Disco Event Organisation: Cassy, Luci Barber, Natasha, Mark, and Donna coordinated the final preparations for the roller disco, including ticket sales, volunteer assignments, tuck shop arrangements, and risk assessment requirements.

- a) Ticket Sales and Capacity: Cassy reported that £1,070 had been received in payments, with three orders still outstanding payment. The event can accommodate up to 160 attendees, and a final push for ticket sales was requested, with a strict deadline to facilitate risk assessment paperwork of end of this week.
- b) Volunteer Coverage: Luci Barber confirmed that six volunteers would be present, which was deemed sufficient for the event. Cassy listed the volunteers and clarified roles, with Clare providing administrative support.
- c) Tuck Shop and Prizes: Natasha volunteered to organise the tuck shop, with Mark assisting in sourcing stock. The group discussed prize options for best costume and agreed to keep costs low, with Cassy tasked to ask the roller disco company about possible prize vouchers.
- d) Risk Assessment and Communication: Cassy explained that Nikki Barnett requires the final attendee list for risk assessment, and communications will be sent to parents regarding drop-off, pick-up, and tuck shop details. The group also discussed traceability measures for checking attendees in and out.

IV. Cinema Event (Wicked Part 2) Planning: Natasha, Donna, Simon, and Luci Barber explored options for a group cinema trip to see Wicked Part 2, considering different venues, timings, and the potential for profit, but faced challenges with school-hour screenings.

- a) Venue and Timing Constraints: Natasha reported that Cineworld would only offer a discounted group rate for a 2:00 PM screening during school hours, which Simon confirmed could not be authorised due to absence policies. Vue cinema offered more flexibility but with less profit potential.

PHSG PTFA

🏠 Location: Teams
📅 Date: 07/10/2025
🕒 Time: 18:00

- b) Profit Potential and Booking Process: Natasha calculated that selling 100 tickets at £10 each for the Cineworld offer would yield a £400 profit, but the timing was not feasible. The group agreed to pursue an evening screening at Vue, with Natasha to attempt booking when tickets are released.
- c) Next Steps and Subcommittee Formation: Luci Barber suggested forming a subcommittee to handle the event logistics and decision-making, aiming to finalise plans before the next meeting.

V. CAMP and Christmas Raffle Preparations: Donna, Cassy, Luci Barber, and Laura Fox confirmed arrangements for the upcoming camp event and Christmas raffle, including refreshments, volunteer recruitment, and prize donations.

- a) CAMP Event Logistics: Donna confirmed the CAMP will take place on 10 December from 5:00 to 6:30 PM, with refreshments served at the start. The canteen will provide hot chocolate and equipment, and volunteers are needed from 4:45 PM for setup.
- b) Volunteer Recruitment: The group agreed to put out a call for volunteers, with several members already confirming their availability based on past experience.
- c) Christmas Raffle and Waitrose Coin Scheme: Cassy described the process for soliciting raffle prizes and shared that the school was selected for the Waitrose coin donation scheme, which could provide additional fundraising. The group discussed the positive impact and normality of such schemes.

VI. Outdoor Shelter Project Update: Donna and Luci Barber provided an update on the outdoor shelter project, noting that architects will visit during October half term to produce plans and a promotional video for fundraising.

- a) Architect Visit and Plans: Donna confirmed that architects will visit during the October half term to create both 2D and 3D plans, including a virtual reality video to aid in fundraising efforts.
- b) Promotion and Fundraising Strategy: Once the plans are available, the team will use them for promotional purposes on the website and in communications to parents, aiming to increase contributions for the shelter.
- c) Costing and Next Steps: After receiving the plans, the group will obtain firm costings and plan a targeted fundraising campaign, with the aim of having more clarity by November.

VII. Second-Hand Uniform Sales Process Review: Donna, Luci Barber, Clare, Laura Fox, Cassy, and Vincent discussed the current process for second-hand uniform sales, inventory management, and potential improvements, including in-person sales and virtual collection.

PHSG PTFA

🏠 Location: Teams
📅 Date: 07/10/2025
🕒 Time: 18:00

- a) Inventory and Advertising: Donna raised concerns about whether parents are aware of available stock and suggested advertising specific items and prices to increase sales. Luci Barber and Cassy agreed to consult Nicola, who manages the inventory, to improve communication.
- b) In-Person Sales and Swaps: Clare proposed holding a lunchtime sale at school to streamline the process and reduce the burden on Nicola, with Laura Fox supporting the idea based on previous successful events.
- c) Virtual Collection and Payment: Vincent suggested a system where parents pay online and collect pre-packed uniforms from reception, which Donna confirmed would be feasible if managed by volunteers rather than office staff.
- d) Process Review and Next Steps: The group agreed to review the current process with Nicola and consider quarterly in-person sales, improved advertising, and streamlined collection to maximise revenue and efficiency.

VIII. PTFA Funding Requests and Bank Balance Management: Cassy, Donna, Laura Fox, Simon, and Luci Barber reviewed multiple funding requests, discussed prioritisation, and agreed on maintaining a minimum bank balance to support future events.

- a) Current Funding Requests: Requests included a 3D printer for Technology (£1,000), a DSLR camera for Art (£650), and ongoing support for the Hummingbird team. The group acknowledged that available funds are insufficient to cover all requests.
- b) Prioritisation Criteria: Donna and Cassy discussed prioritising requests based on urgency, number of students impacted, and previous commitments, with Goodwood and the art camera taking precedence over the 3D printer.
- c) Minimum Bank Balance Agreement: Laura Fox and Cassy proposed maintaining a minimum balance of £1,500 to ensure the PTFA can pay upfront for large events, with the group agreeing this is a sensible approach.
- d) Voting and Approval Process: Cassy confirmed that funding requests are subject to group votes, and Simon agreed to complete the necessary forms for the art camera and 3D printer, pending confirmation of available funds.

IX. Parental Donations and Fundraising Strategies: Simon, Laura Fox, Luci Barber, Cassy, and Vincent discussed strategies to increase parental donations, including targeted appeals, reminders, and alternative fundraising platforms such as lotteries and easyfundraising.

- a) Targeted Donation Appeals: Simon and Laura Fox suggested allowing parents to choose which projects to support via Arbor, with options for direct contributions to specific causes, and discussed the need for clear communication if targets are not met.

PHSG PTFA

🏠 Location: Teams
📅 Date: 07/10/2025
🕒 Time: 18:00

- b) Donation Reminders and Accessibility: Laura Fox and Luci Barber noted that reminders and easier access to donation options could increase participation, with Cassy and Donna agreeing to test the Arbor system and coordinate with Jo Noble.
- c) Alternative Fundraising Methods: Cassy reported on the success of the school lottery, which has generated £73.20 since September, and Laura Fox highlighted the potential of easyfundraising, which provides quarterly income with minimal effort.
- d) Coordination with School Fundraising: Vincent and Luci Barber emphasised the importance of coordinating PTFA and school fundraising appeals to avoid confusion among parents and maximise effectiveness.

X. Date of Next Meeting: The date was agreed as November 18th 2025 @ 6pm for a virtual meeting on Teams.

Actions

- Thorpe Park Trip Planning: Conduct a straw poll among Year 12 students and communicate with parents to gauge interest in a May Thorpe Park trip and willingness of parents to volunteer (with DBS checks), via the Head of Sixth Form's assembly and follow-up communication. (Donna)
- DBS Checks for PTFA Volunteers: Identify PTFA members who require DBS checks and coordinate the process to increase flexibility for future events. (Luci Barber, Cassy)
- Roller Disco Tuck Shop Organisation: Coordinate with Natasha and Mark to organise the prizes and tuck shop for the roller disco, including sourcing stock and confirming what will be sold. (Natasha, Mark)
- Roller Disco Prizes: Request the roller disco company to provide free vouchers or similar prizes for the event. (Cassy)
- Roller Disco Communication: Send communications to parents with final event details, including drop-off/pick-up instructions and information about the tuck shop accepting cash and card payments. (Cassy)
- Roller Disco Check-In Process: Determine and implement a system (e.g., tickets or wristbands) to track attendees for the roller disco event, to be finalised in the subcommittee. (Luci Barber, Cassy)
- Wicked Cinema Event Feasibility: Explore the possibility of booking 100 tickets for an early evening screening of Wicked at Vue cinema around the release date and update the group on feasibility and next steps. (Natasha)
- Raffle: Request raffle prize donations at the same time as mince pie donations. (Donna)

PHSG PTFA

🏠 **Location: Teams**
📅 **Date: 07/10/2025**
🕒 **Time: 18:00**

- Waitrose: Find out what we are expecting to be paid from the coin collection. (Cassy)
- CAMP: Identify volunteers to help at the event from 16:30 – 19:00. (Cassy)
- School Uniform: Document current stock in terms of items, sizes and quantities that can be advertised to parents. (Nicola)
- Funding Requests: Complete paperwork and sent to PTFA mailbox (Donna, Simon)
- Funding Requests: Put requests to PTFA vote (Cassy)
- Funding Requests: Consider communications to parents to remind them of the parent funds and how to support specific causes (Luci, Simon)
- Lottery: Provide wording to Simon for the newsletter to gather more support for the school lottery (Cassy)
- Next meeting: schedule next meeting and invite all members (Cassy)