

PHSG

PTFA

Minutes of meeting 4th November 2020, 7pm-8pm

Present:

Rob Frankow (chair)	Sarah Maddever
Simon Underdown (part)	Clare Walsh
Michael Plumb	
Nicola Jones (minutes)	
Adrian Brown	
Jennifer Jenkins	

Apologies:

Marion Beed
Donna O'Connor

Welcome

Rob welcomed all to the meeting and welcomed Simon who was joining the first part of the meeting to give some updates.

Simon Underdown

Simon talked about three things further to discussions with Rob.

Fundraising plans: As previously mentioned, the head student team wished to set up a legacy including some fundraising with the PTFA. The head student team would like to raise funds for period poverty (75%) and to the school fund (25%). Simon commended this idea and the cause of period poverty. This is underway and had been supported through the WhatsApp chat of the PTFA and was further welcomed at this meeting, the idea and approach from the head students being commended.

Shelters on the school grounds: This had been on hold due to COVID but Simon is hopeful that the new year may see an easing of restrictions allowing works to go ahead. Simon would liaise with Rob in advance and was grateful to the PTFA for setting aside some funds for this. Simon mentioned the potential joining with the Thinking Academy Trust which should enable increased buying power for the school to get a better deal. Rob thought the figure being set aside was in the region of £5,000. The students would be engaged with plans in time, safety being important.

Other fundraising: Simon and Rob had discussed the potential for a school lottery. There were two key concerns: (a) some of the funding would be go to the company who run the lottery; and (b) the school would be aligning with gambling, which the school does not wish to do. The school was therefore not supportive so this would not go ahead.

Simon opened for any questions. **ACTION:** Rob would liaise with Marion re ParentPay for the head student team's fundraising and would make arrangements for the fundraising.

Jennifer mentioned the new Facebook page for the PTFA which the PTFA are keen to promote to parents and asked if perhaps the heads of year groups could promote to parents via students. **ACTION:** Simon is writing this week to parents and would mention the PTFA's Facebook in this letter, and would also promote the PTFA Facebook via the school's website.

Minutes of last meeting

The minutes were agreed as read. Adrian hadn't received the minutes (sent via the WhatsApp group) and would be added to the WhatsApp group by Rob. **ACTION:** Adrian to send his mobile number to Rob who would add Rob to the WhatsApp group.

Actions from last meeting and matters arising

All actions (as below) had been completed.

- Rob will arrange publication of the AGM minutes on the school website (PTFA page). Complete.
- Rob will create a new newsletter also updating re the prize draw winners which had been drawn. Complete.
- Rob would contact winners in the next day or so. Complete.
- Rob will follow up with school to see if the 6th form students had discussed and come up with suggestions. Complete.
- Marion will send a cheque to school for £3,000. Complete.
- Rob will meet with Simon Underdown to update Simon on the finances as per the Treasurer's Report. Complete.
- Rob will set Jennifer as admin for the Facebook page. Complete and thanks to Jennifer for taking this on so actively. Complete.
- Rob would promote these roles in the newsletter asking if any parents would volunteer. Complete.
- Donna would contact this person again and ask her to close the old page. Donna suggested the new Facebook page needs advertising (it's the one with a car!). Complete.
- All those with Facebook to please like/follow this page and to share with other parents to promote the page. Complete.
- Rob will make clear the new page by labelling it '2020'. Complete.
- All to promote the Facebook page to students too (although it was felt by some that Facebook may not appeal to the younger generation!). Complete.
- Rob would discuss Christmas events with Simon Underdown. Complete.

- Donna will share the lottery information with Rob and Nicola to further share with the PTFA for views. Rob advised we need to take note of the school's policy re gambling. Jennifer mentioned that DHSB have a school lottery which works well with a winner announced every week. www.yourschoollottery.co.uk Complete.

- Jennifer to add EasyFunding to the PTFA's new Facebook page. Complete.

- Donna will look further into leavers' books. Sarah showed the leavers book from a primary school – it was liked. Complete.

- Rob would discuss with Simon Underdown to see if he would promote the School Fund further. Complete.

- Rob would have his initial meeting with Simon Underdown, go through the actions from this meeting then work through with others taking actions too. Complete.

- Beata would contact Vicky in school to ask how to access the cupboard with a process for access to be agreed. The PTFA did receive ad hoc requests for uniform. Complete.

Treasurer's report

Donna had updated via the WhatsApp group that school uniform has raised about £70 with a possible £30 more to come when the uniform can be accessed again.

Rob thanked Donna and Beata for their work regarding the second hand uniform sales.

Standing items

- Forthcoming events

No events were forthcoming due to COVID restrictions.

- Website/social media updates

Jennifer had arranged for the old Facebook page to be switched off; this was complete.

WhatsApp was working well for communication.

- Fundraising ideas and opportunities

An idea had been put forward to have a photography competition and then create a calendar to sell with 12 or more chosen photographs. Jennifer described how this could be run, potentially with a small entry fee. The price for the calendar is around £7.50. These are £2.88 per calendar to purchase (250 calendars costing £720). The entry fee was discussed and it was decided not to charge. Marketing and promoting this would be important to try to get enough sales, e.g. in the student's induction packs. It was felt there would be sufficient interest to make this worthwhile. It was suggested the photography competition would run until Easter 2021 for a 21/22 academic year calendar. Jennifer suggested having a theme for the photos making the calendar more consistent and easier to select winners. Outside and nature might be good themes. Malcolm asked how we would ensure all year groups had an opportunity to showcase their photos. Two per year group could be accommodated (including the front and back cover); different formats were

available. Clare suggested some market research on Facebook to determine levels of interest.

ACTION: Jennifer would collate further information re the calendar and share with the PTFA and would mention this on Facebook to determine levels of interest in buying a calendar.

ACTION: Rob would also ask previous attendees of PTFA meetings who had made an open offer of support to help out with the calendar and photography competition administration.

A discussion was held about the difficulty of coming up with appropriate fundraising offers. Sarah noted also that asking businesses for favours was difficult currently.

Rob was organising a music quiz to be undertaken during lockdown. **ACTION:** Rob would let Simon know about the music quiz.

Jennifer asked if school uniform is on hold during lockdown; Rob felt that this would be advisable and respectful to the school regarding COVID safety. **ACTION:** Jennifer would put a message about second hand school uniform sales being paused on the Facebook page. Adrian would arrange a message on the website too.

AOB

Rob suggested another newsletter. **ACTION:** Rob would create a further newsletter.

Jennifer asked whether the school needed more Chromebooks to enable students to work from home if required if they weren't able to obtain their own. Rob thought the school were no longer using Chromebooks.

Date of next meeting

Wednesday 9th December 2020, 7pm by Zoom. **ACTION:** Rob to arrange the Zoom call and circulate the agenda in advance (to be drafted by Nicola) to parents via ParentPay via school.

ACTION LOG

ACTION 1: Rob would liaise with Marion re ParentPay for the head student team's fundraising and would make arrangements for the fundraising.

ACTION 2: Simon is writing this week to parents and would mention the PTFA's Facebook in this letter, and would also promote the PTFA Facebook via the school's website.

ACTION 3: Adrian to send his mobile number to Rob who would add Rob to the WhatsApp group.

ACTION 4: Jennifer would collate further information re the calendar and share with the PTFA and would mention this on Facebook to determine levels of interest in buying a calendar.

ACTION 5: Rob would also ask previous attendees of PTFA meetings who had made an open offer of support to help out with the calendar and photography competition administration.

ACTION 6: Rob would let Simon know about the music quiz.

ACTION 7: Jennifer would put a message about second hand school uniform sales being paused on the Facebook page. Adrian would arrange a message on the website too.

ACTION 8: Rob would create a further newsletter.

ACTION 9: Rob to arrange the Zoom call and circulate the agenda in advance (to be drafted by Nicola) to parents via ParentPay via school.