

PTFA MEETING MINUTES

Date: 7th November 2023

Time: 7:00 PM

Facilitator: Cassy Freeman (Secretary) on behalf of Vincent Onakpome (Chair)

IN ATTENDANCE

Cassy Freeman (CF), Vincent Onakpome (VO), Laura Fox (LF), Natasha Vanstone (NV), Clare Walsh (CW), Karen McQuilkin (KM)

APPROVAL OF MINUTES

These minutes will be distributed for approval to all members of the PTFA.

MINUTES

Chair welcomed all team members existing and new to the meeting. Two new members present at this meeting; Clare and Karen.

Eras Tour

- KM heard the eras tour was a huge success - VO it really was. LF took a video of the event but unable to share - the girls all screaming.
- NV difficult to get the balance right - enjoyable but cool. Key seems to be getting the other schools involved - particularly DHSB.
- VO - started talking about the eras tour let's review what went well, what didn't and what could be better next time. Open to the floor:
 - LF - lots that went well. Google form that we got parents to complete largely met the need, we needed to add more on safeguarding around the kids leaving - had to be on the phone to parents as they hadn't specifically given permissions about leaving. That was quite stressful.
 - NV - we did account for everybody in the end but it was stressful. If did a cinema viewing next time wouldn't let them out the screen until collected. More volunteers required to get them out.
 - NV if we explicitly got permission for them to leave would have been helpful.
 - LF one of the team from school was there as a volunteer helper. In future any other event we need to be clearer on the safeguarding questions - the school help was great as knew the girls and understood the requirements better. SEN needs should be shared with PTFA for events where required. In the future we need to consider what else we can put in for additional needed children.
 - KM suggested sharing the lists with the school for teacher feedback prior to the events.
 - LF did have a specific challenge with the distributors which meant having to pay for 78 tickets. Made a loss of £78 which is not bad at all compared to what we were looking at.

- There were several girls who didn't come and didn't pay. The cinema manager said with any normal film could offer discounts and the adults not paying.
- NV - Cineworld were great to communicate with in person, less so on email. On the day the PTFA got free coffees and Cineworld allowed us half of Starbucks for the event. The staff were really interested and complimentary about the girls. Need the right movie to come up.
 - ? NV - What do you think about inviting DHSB / DHSG to a cinema event?
 - KM all the feedback was amazing. To think about the event itself was amazing. Reaching out to other schools would it not be even more hectic? Now we know we could book fewer seats but have more - we could fill it up.
 - CF - the account set up for PTFA was not allowing the forms so had to use own account for the form completion by parents. Now this has been corrected we could administer this easier.
 - LF - suggest we split the big events and the workload is spread.
 - NV - it was a tight timeframe so there were limited helpers etc. With the concert events at the cinema, they are expensive and limited on profit but films would be better.
 - NV - the high vis jackets worked a treat
 - VO observation around checking in and checking out - is it possible to have colour coded ribbons. Parent consent - green. No parent consent - red.
 - CW - would that embarrass the children?
 - NV - wonder how expensive the paper bracelets are - could just colour it in felt tip so the colours are a lot less obvious. That also means we could communicate with the cinema or other venue that the girls are ours.
 - NV - Vicky put out a feeler in the student newsletter about dates they would prefer but we never got any feedback.
 - VO - risk assessment how did that work. NV thought the school were going to help more with this. Template used was for Theatre Royal Plymouth and was specific for fire regs to TRP. Once paid we were able to get these from Cineworld. CF seconded we could have benefited from more support from the school as we were so rushed to get things done. SU has been clear that PTFA events need to be separate to the school. KM - where does the liability land? The more these events are run the easier it will be.
 - VO - time constraints in planning this - next time how do we want to approach planning events for the kids? LB is the liaison officer at the school.
 - (Action) CF find out from Luci Barber what is happening about the liaison role and when she can meet with the girls and find out what they want
 - VO - Can we post on FB and the school website - various posts for committee on the Facebook and website. Advertise who the PTFA are and the contact routes.
 - VO - would like a parent representative from each year group.

Communication

- VO - wants a community WhatsApp group which is just to communicate out - what is the fastest way to communicate with parents?
- CF - suggested Facebook instead as people opt to join.
- VO - WhatsApp would be an announcement platform only... normal group is blocked - can't share things or chat - just push for communications. The PTFA team would be able to send link to join the community-based group.
- (Action) VO - look into this
- CF - why can we not use SIMS as the school do to communicate with parents
- KM - finds it hard to know what's going on sometimes at school as everything is student led

- CW - her daughter has been to a DHSB event before so do get notifications when they add something.
- NV - when we do something we ask the school to make an announcement outside of the headteacher newsletter
- VO - it's too buried as not being read. How much time do we have sometimes to do the Facebook?
- CF - let's plug the Facebook page to parents. Need to rename the page as does not come up with "Plymouth Highschool for Girls"
- (Action) CF - Revamp the Facebook page

Treasurer update

- NV - Why do we have so much money in the bank and it's never been spent?
- LF - gave out account report from Marion the previous treasurer. We did review on the AGM - y2d accounts. Has submitted accounts to the charities commission to Dec 2022 and up to date. LF has completed new report including eras and the grants.
- Two accounts
 - **PTFA account**
 - Eras took in £1520 and expenses £1551.42, £53.21
 - Reimbursements to the school agreed prior to this PTFA team:
 - Art large scale printer £1500
 - Year 8 CAP programme £420
 - 6th form reward system £1254
 - Happy news £70
 - These four payments - we do not have online banking yet - LF can write a cheque for all four to the school - everyone in attendance supports these payments.
 - £11555.74 in the bank account
 - £4848.63 promised.
 - £6707.11 is remaining.
 - **School fund account**
 - When parents make a payment or standing order
 - Comes through to PTFA.
 - Eligible to claim gift aid
 - (Action) LF - looking into how many years we can go back - we could increase that by up to 25% for taxpayers.
 - Jump up this month - money sat in trust account for PHSG and now transferred. Money moving round for the sake of it - LF will write a cheque back to the school.
 - Parent says here's £10 - goes back with extra 25% for the school to use how they want
 - LF proposes this is not PTFA funds and LF writes cheque for £7500 for the school, leaving £299.10 in the bank
 - VO suggests sending only £7000 and leaving the rest for any charges by the bank
 - LF does not believe there are any fees on these accounts.
 - DECISION - send £7500 - voted and agreed
 - NV - will we find out what they are spending this on even though it's not PTFA?
 - (Action) CF -pick this up with SU to communicate back and hope people send more money

- LF - PTFA accounts prior to us have been sitting on £10k for a couple of years. Unless saving for something the money should be in the school and doing something. Be useful to understand from SU any particular big items they want? Should we approach the school and see what is required?
- LF thinks we should spend our money each year we should not be sat on it.
- (Action) CF - reach out to SU about the money we have that needs spending.
- ? CW -should we have some balance in the account to pay expenses for events up front for reimbursement
- LF - yes eras tour was a loss but not too bad
- (Action) LF - transfer funds and write cheques
 - Hummingbird team chasing a payment but Marion said this was paid so it's lost somewhere
 - (Action) LF - needs to find this payment where it's gone
 - PTFA have contributed £1000 for 2 years to Hummingbird - paid in 2022. We have not committed anything for the future past this yet - think it is assumed the PTFA will commit to Hummingbird. NV assumes the contribution is towards to the car.
- ? LF - what structure do we want to have with the grants? Do we want to give the school commitments about prioritisations, or do we assess as they come in? Think there is benefit in making sure the PTFA are delivering for each of the year groups. Especially in the sixth form - encourage parents to get involved even in the older years.
- LF provided forms to CF to get onto the bank account. VO has already completed the forms with LF last week.
- Card payment systems are being looked at. £49 upfront fee but one off and then a transaction fee. Cashless school a card payment would be easier. Sports day would be easier. SU wants us to do ice cream need to work out how to do this. Could get an account with langage farm to get the tubs.

Carols and Mince Pies (CAMP)

- CAMP - volunteers all secured
- Mulled wine is a no but we could consider mulled apple juice
- ? NV - could we do a tuck shop or selling other refreshments?
- NV - could sell raffle tickets at the event
- CF ask LB to reach out to the alumni.
- (Action) Request for raffle prizes

11+ Certificates and leavers

Outline that the previous PTFA offered this to new students and made funds from it. Some PTFA members have never seen them as they were not available this year.

- (Action) CF – send photo of 11+ certificates
- VO suggested a PHSG leavers certificate.
- Need to understand where the materials came from as the school are short on the stickers
- ? NV who organises the leavers hoodies?
- (Action) CF find out
- ? NV who organises the prom?
- (Action) CF find out

- CW mentioned the 2nd hand prom dress sale - EJ is sorting this (LF thinks) as part of the 2nd hand shop

Fundraising Ideas

- Christmas disco at DHSB is for year 7-9 nothing for year 10 and 11. CW thinks they would still love it.
- LF loves the idea of doing a year 10 and 11 posh Christmas party. Could ask the kids if they would be interested and whether would be just this school? Not sure we have time for it this year but let's plan for next year.
- (Action) LB - pick this up with y10 and y11 student reps to understand if this would work and how it should work.
- NV mentioned that VO mentioned a disco before. Could we do a year 10 practice prom?
- KM they want to get dressed up and get together. If someone could facilitate a party like folk dancing.
- NV - There is a gap for y10 and y11 don't think DHSB have done anything. Gives them something to look forward to. They do their mock exams at the end of year 10 and xmas year 11. Post mock party for Christmas should work quite well for 2024.
- CF mentioned all the events Donna mentioned the school have done previously such as quiz nights and wine and cheese tasting evenings.
- NV mentioned she doesn't think that would be good for parent only events.
- LF mentioned that Marion said they used to do year 7 parent event to meet the teachers and sell refreshments to make money?
- NV - Could we do a coffee morning / drop in rather than a planned event? To stop one parent monopolising the teachers but would obviously require commitment from the teachers in terms of time.
- KM what are the kids into? Taylor Swift and Heartstopper etc? Bead making etc.
- VO - can we plan for split events like y7-9 vs. y10-11. Most of the attendees at Taylor Swift were y7-9. CW - why separate them? VO feels the younger years do not always feel comfortable with the older years.
- CW thinks the boys have sometimes done the same event on the same days but different times for different years. Want economy to scale.
- KM - tapping into Waterstones - they get authors into the store - keep tapping in and being aware of what is going on there and see if we can do anything with that.
- LF - at the AGM a few people said they worked at the university to get careers talk with the students.
- CW - what about the theatre events? Get a bid on a whole bunch of tickets? NV mentioned that there are Groupon offers too for Vue.
- NV - Plymouth boat trips for the fireworks could hire a boat? Would we sell them to the girls or family tickets?

- (Action) NV enquire about this
- NV - winter wonderland events in central park and one in Laira bridge - ice rink at both. One is winter city and one is called winter wonderland - could we have an exclusive event? How would that work on letting them go to the fair afterwards? Laira is unlimited rides for the price.
- (Action) NV enquire about the prices for both
- VO What about a bake-off competition
- VO could we look into the roller disco?
- (Action) NV make enquiries.
- Your School Lottery leaflet quickly discussed and will be distributed.
- (Action) CF send this round
- CW suggested house merch - Kendall Latimer etc - this is genius idea - does anyone have any contacts at printers?
- VO - could we have a shop on Etsy? Is there a cost associated? Would we make any money?
- NV - could do a competition to design your house designs - LB needs to be involved
- (Action) LB to pick this up with the students
- Leavers hoodies are all printed in peverall - could we look to see what options they have?
- (Action) VO look into the Etsy shop idea - are we allowed to do this? Need to check with the trust.
- Get the list of suggestion together for the students and get LB to feed back to the girls.

Any other business

? KM - do we get involved in trying to get access to STEM grants? We have not yet but would be good if we could. It is quite time consuming.

- VO ran through the agenda which we did not cover. Item 1 and item 8 - looking at every opportunity to get ourselves out there in front of the parents. Sixth form open event - every opportunity could we get roller banners to promote the PTFA
 - (Action) VO to look into the cost of a roller banner to ask for donations and advertise our services
 - CF suggested we could be present to serve refreshments and make some money?
- VO look at the event calendar to see what we can help at and suggested assigning owners for each event so that the load is shared
- (Action) CF make a list of the events

- VO - we do need a constitution - yes, we do - let's get one from Parentkind
- (Action) CF get the credentials from past members
- VO suggested PTFA merch - NV would be happy with this but needs to be self-funded.

Committee reports

- Treasurer (attached)
- Your School Lottery leaflet

ACTIONS

- CF get update from LB regarding student liaison meetings and what the students want the PTFA to focus on
- VO investigate community WhatsApp group to communicate PTFA news and events with parents
- CF and others – revamp the PTFA Facebook page – any volunteers to help manage this page please inform CF
- CF speak with SU about communicating with parents what the school fund account moneys will be spend on (£7500)
- CF speak with SU about what we can spend our immediate bank funds on – we do not wish to hold on to funds annually
- LF transfer funds to school and write cheques for approved funding
- LF investigate Hummingbird payments to see if any were misplaced
- LB reach out to alumni and ask for Christmas raffle prize donations
- CF share photo with team what the 11+ certificates look like
- CF investigate who organizes the leaver hoodies
- CF investigate who organizes the prom
- LB pick up the year 10 and year 11 disco idea with the student reps
- NV enquire about Plymouth boat trips exclusive hire
- NV enquire about winter wonderland exclusive hire
- CF document all suggested PTFA events for LB to feedback to student reps
- NV enquire about roller disco exclusive hire
- CF distribute your school lottery details
- VO cost up roller banner for PTFA
- CF list school events for academic year to share to align with ideas for fundraising
- CF locate credentials for ParentKind and download constitution template.
- VO write, distribute, and agree constitution.
- LB speak with student reps – competition to design house hoodies
- VO investigate option of Etsy shop for house merch orders
- VO confirm date of next meeting

NEXT MEETING

TBC – Q1 2024

TREASURER REPORT

PLYMOUTH HIGH SCHOOL FOR GIRLS PTFA

TREASURERS REPORT

31ST December 2022 – 7th November 2023

Income Since last report

Eras Tour tickets	£1,520
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Expenditure since last report

Nil	£0
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Pipeline:

Reimbursement of expenses for Eras Tour screening tickets	£1,551.42
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Reimbursement of expenses for Eras Tour refreshments	£53.21
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Grant for Art Large Scale Printer	£1,500
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Grant for Y8 CAP Programme	£420
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Grant for Sixth Form Reward System	£1,254
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Grant for The Happy News (Library resources)	£70
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Total Pipeline	£4,848.63
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Bank Balance as at 07.11.23	£11,555.74
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Less pipeline	£4,848.63
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Petty Cash	£0
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Balance	£6,707.11
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School Fund Account

Balance 31.12.22	£472.01
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Balance per last Treasurer Report 07.10.23	£3,007.01
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SO's, Cheques & Cash received	£4,792.09
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Balance 07.11.23	£7,799.10
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Key Points:

Eras Tour – operated at £84.63 loss after expenses are reimbursed.

Payments outstanding to school – CAP, Sixth Form rewards system, The Happy News. Reconfirm PTFA approval to transfer funds

Outstanding query – Hummingbird payment £1,000 to be confirmed and traced with trust

School Fund Account - £7,799.10; confirm approval to transfer funds. Propose to leave small balance in the account.

**PLYMOUTH HIGH SCHOOL FOR GIRLS PTFA
TREASURERS REPORT
31st December 2022 - 7th October 2023**

INCOME SINCE LAST REPORT

Easy Funding	52.27
Amazon	28.98
Returned double payment error	125.58
	<u>206.83</u>

EXPENDITURE SINCE LAST REPORT

Parentkind Suscription	140.00
	<u>140.00</u>

PIPELINE

Grant for Art Large Scale Printer	1500.00
Grant for 2020 CAP Program	420.00
	<u>1920.00</u>

Lloyds Account Balance 07.10.23	10035.74
Minus Pipeline	-1920.00
Petty Cash	0.00
BALANCE	<u>8115.74</u>

SCHOOL FUND ACCOUNT

Balance 31.12.22	472.01
Transfer to School Fund	0.00
SO's, Cheques & Cash received	2535.00
Balance 07.10.23	<u>3007.01</u>

YOUR SCHOOL LOTTERY

About Your School Lottery

Established in 2013, we're passionate about improving schools' educational and recreational facilities. We understand how difficult fundraising can be, so we're **proud to be supporting over 1000 schools** throughout the UK to raise thousands of pounds every year!



Fundraising Made Easy

- Raise funds all year round - even through the holidays!
- It's simple, fun and makes a difference!
- No admin for you - we do all the hard work
- Free downloadable marketing materials



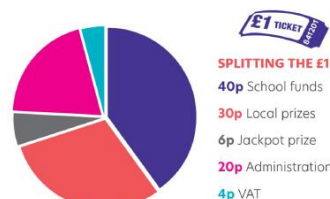
Sell 100 tickets a week and get...

Weekly: £30 local prize plus £40 for your school
Yearly: £1,560 in local prizes plus £2,080 for your school



How It Works

- 1 Enrol now and choose a launch date
- 2 We give you a dedicated page on our website
- 3 You shout about it - tickets cost £1 per week
- 4 We draw your lottery every Saturday and inform the winners
- 5 Guaranteed weekly cash prize for one of your players
- 6 76% of ticket proceeds go to you and your players (40% to school funds/36% to prizes)
- 7 Funds raised are paid into your nominated bank account monthly



*Administration includes website hosting, banking, transaction fees and insurance

Info For Players

- Tickets cost just £1 per week (minimum period 1 month)
- It only takes a minute to sign up and support your school
- **Win up to £25,000**
- Payment by Direct Debit or Debit Card
- Winners are notified by email
- Choose how to receive your winnings or donate them to your school

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There's no catch! Your School Lottery is helping schools and colleges all over the UK raise more money every day. We run lotteries the way we believe they should be run: giving as much money to schools as possible. There are great prizes and great odds of winning. Supporters are happy even if they don't win because they're making a difference!

Summing Up

NO START-UP FEES **NO ADMIN**
= NO RISK

- You get your own lottery with local prizes
 - Phone, email and online support
 - Free marketing materials
 - Online dashboard plus regular progress reports
- ALL YOU NEED TO DO IS SHOUT ABOUT IT!**

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2. Click on 'Start A Lottery'
3. Follow the instructions
4. Receive your welcome pack and digital marketing materials
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