

PTA Meeting Minutes

Wednesday 14th September 2022

Attendees:

Heidi Griggs (HG), Sam Cook (SN), Steph Croot (SC), Caris Franklin (CF), Sam Windsor (SW), Shannon Irwin (SI), Stephen Andrews Lit Fibre

1. Apologies

Sue Bardetti (SB), Catherine Humphrey (CH), Danielle Markham (DM), Gee Steele (GS), Gabrielle Will (GB), Wendy Penn (WP), Vicki Hales (VH), Shirley Fahey (SF), Heather Leshi (HL), Jemma Anderson (JA), Simon Anderson (SA)

2. Chairperson's Report (HG)

At the start of my 4th year as PTA chair, I look back with an overall sense of satisfaction and pride for what we have achieved. As the Treasurer's report will detail, we have raised £11,239.41 during the 9 events last year. In terms of members, we were undoubtedly short of members and volunteers. To try to increase our meeting attendance we tried various start times from after school to evenings. This made no difference to our attendance numbers and as such we have decided that after school worked best for the majority and this is the time that has been set going forward.

Now that we are able to do more events, we have asked the school for a revised wish list which will be presented at the next meeting after the AGM. Whether we are working for a large project or smaller projects we know anything can be considered.

The Friends of Holland Have (FOHH) are a registered charity, which means there are plenty of opportunities for the PTA to take this forward, such as match funding at events. We have set and been running with easyfundraising and Amazon Smile but these are yet to be pushed to their full earning potential.

Regarding communications we have created a PTA Facebook page, and Sam has been working hard to get this reaching our audiences in the school community and local community. In addition, we have a PTA area on the school website, which I am going to regularly update with events and minutes of meetings. We have notice boards around the school, which with the help of Caris we plan to update regularly to push events and communications. We are also going to contribute to the school's newsletter every month to ensure we are reaching as many people as we can.

One of the strengths of the PTA is that it has been informal and friendly – a group of people getting together to support the school. However, I recognise that meetings have been poorly supported by the school community and staff. This is something we are hoping to work on this year.

All the office staff; Nancy, Julie and Celia have been amazing support for us and we thank them for their efforts we know they are busy but they happily help us. John and Andy, the caretaking team also deserve a mention for all the superb work they do to help us for events, storage solutions and more. Finally, I would like to finish the Chair's report by thanking everyone for attending tonight and wishing us all even greater success for the year ahead.

3. Treasurer's Report (SC)

NatWest have now confirmed that Sam and myself are now signatories. I will now remove the old signatories who are no longer part of the committee/stood down from their position (Gabrielle Will, Nicola Kedge, Malissa Nichols, Tamara Salter, Samantha Squires). Once this has been completed, we will add Caris so there will be 4 signatories.

Last year we did amazingly well, raising a grand total of £11,239.41, so thank you all for your help and support. We managed to keep our outgoings low (£4,549.75) for the events with the most being raised in our super successful Summer Fair.

Last year we paid out £4,706.20. This went on the children watching the panto live via video stream at Christmas, Christmas crackers at the schools Christmas dinner day (for all children including those that had packed lunches), Easter egg treats for every child (allergy friendly alternatives were provided) and a big egg competition for each class, we paid for the Year 6 leavers to go out for a game of bowling and dinner and we contributed £3,500 towards the schools Learning Outside the Classroom.

Action:

SC to remove old signatories from the bank account. Once removed to add CF to the account.

4. Minutes of the Previous Meeting (14th July 2022)

Minutes were agreed as an accurate record of the previous meeting held on 14th July 2022.

SC confirmed we had made an informal complaint to NatWest and she will take this forward further this term.

SN had completed the new parents' packs and the parents we have spoken to thought it was a sweet idea. Thank you to Sam for organising the buying and making up of these packs and also thank you to Michelle, Wendy and Sam Windsor for handing these out.

Meetings and future meetings to be discussed later in the meeting.

End of term BBQ was a success and enjoyed by all that attended. It raised £295.46.

Actions:

SC to further our bank complaint

5. AGM (HG)

The AGM will happen at the start of the next meeting which is scheduled for Wednesday 12th October 2022 starting at 3.30pm. To be held in the D&T room at the school.

CF to make the poster using the previously designed one as a guide and get the posters up on the noticeboards asap. Once complete and approved, to be saved in Dropbox and let SN and HG know so they can put on Facebook and webpage respectively. HG to resend CF Dropbox link.

We have to meet the quorum of at least twice the number of committee members/trustees in office at the start of the meeting. For us this number is at least 10 people.

HG to write the agenda and gather all the supporting documents for the AGM, which she will email around with the next meeting's agenda and documents – no later than Monday – as we need to give at least 21 days' notice of the meeting. CF to copy these documents 14 times before the meeting to hand out to attendees at the meeting.

Actions:

CF to do the minutes by end of Friday 16th September and email around to group.

CF to do AGM poster asap and get on to the noticeboards

SN to set up social media event and posts

HG to update the webpage

ALL to spread the word to friends, family, staff

HG to email AGM agenda, AGM supporting documents, October meeting agenda and supporting documents Monday 19th September.

6. Halloween (HG)

We are able to have a disco!!!

We have contacted and booked Emma's Characterful Parties and the date has been set for Thursday 20th October 2022. These will happen after school; times will need to change from previous years due to the new school end time.

Suggested times as follows:

EYFS and KS1 3:30-5:00pm

KS2 5:15-6:45pm

All agreed these times. HG to check with SB then confirm to Emma.

Emma is costing us £90 for both discos includes all music, games and entertainment appropriate for the age ranges at each disco.

The last time we had a disco in 2019 we included a hotdog, drink and a treat for £4.50. The hotdogs were a complete nightmare so I would suggest we include a snack, drink and a treat.

Things that need to happen are:

A poster – CF to design

Decision on snack – agreed it would be a bag of crisps, some sweets and a piece of fruit. SW to speak to Morrisons community champion to see if she can get some or all of these donated. Stephen said this maybe an area where Lit Fibre could support us by providing the funds to pay for the snacks. Drinks – we can use the school's jugs and cups but we will need to wash up in between uses and at the end ready for the next school day. It was agreed to offer orange squash, blackcurrant squash and water.

Halloween Treat – SN to look into options of a goodie bag with some sweets and gifts in.

At the last Halloween disco we used to have cakes, have glitter tattoos, face painting, extra drinks, sweets and pocket money toys for sale.

SN to look into options of the pocket money stall, things to be on sale for 20-50p an item.

WP to organise buying the squash, crisps, sweets and fruits. These items to be purchased closer to the disco and once we know if Morrisons and Lit Fibre are able to help.

HG to look into glitter tattoos/face painting options.

Cake stall is always popular and done via cake donations – we will need to ensure that any homemade treats are labelled with all ingredients used.

Letters to parents – HG to organise and to be sent out 26th September 2022 with a cut off date of Monday 10th October 2022. This date will be a strict cut off and this is to be highlighted in the letter.

Online payments set up – HG to speak to the school office to arrange this.

Ticket list – HG to speak to the school office about printing this out the week day after the cut off (Tuesday 11th October) so we know numbers for treats, catering and Emma.

Text messages reminders to be sent out at relevant points for ticket returns, cake donations and helpers. HG to speak to the school office to arrange these.

Volunteers will be needed:

From 2pm in the school hall to decorate. HG, CF and SI offered to help. SN will be there about 2.45-3pm to help.

Pocket Money Stall both discos

Snacks both discos

Cake Stall both discos

Door monitors both discos

First Aider both discos

'Ticket' checkers both discos

It was agreed the price for a ticket would be £5.00

Actions:

HG to confirm the times with SB and Emma.

CF to do a poster

SW to speak to Morrisons community champion

SN to look into the treat

HG to look into glitter tattoos/face painting options

SN pocket money stall stock

HG to do letter to parents

HG to speak to the school office

7. Christmas (HG)

a. Cauliflower Cards

SN is organising Cauliflower Cards again this year. The timetable is early and tight but we will earn an extra donation per order.

Packs are ready to go to classrooms tomorrow or Friday morning.

Teachers will then arrange a time for the children to design their Christmas designs during school and get them to parents by no later than 30th September for parents to place their orders and return by 7th October.

These then get batched up and Cauliflower Cards courier collects on Wednesday 12th October. CF, SC to help SN with this.

b. Adult's Wreath Making Event

We would like to run an event just for adults to enjoy which raises money for the school. This event will be held in the school hall one evening late November/early December. HG to look into companies to run the events for us making money in mind. HG is thinking we would supply all the materials (which will be part of the ticket price) to make a wreath and if they want to add something personal to their wreath, they can bring this with them. In the price to include a glass of prosecco and a mince pie or cupcake per person. Christmas songs playing in the background. SC suggested contacting Vanessa's Florist.

- c. Event for the children
Choice between a Grotto, a fair or 'Elfridges' a Christmas shop similar to the Mother's Day/Father's Day shops.

It was decided that Elfridges was the best idea. To be run on either 7, 8, 9 December or 14, 15, 16 December, HG to ask SB which is best for the school.

It was agreed that there would be a maximum of 2 presents per child. Presents to be £5 each and will be wrapped. SN to buy the presents and SC with the help of CF to organise the rest of the event. It was suggested SN look into Christmas bags instead of wrapping paper.

Actions:

SN, CF and SC cauliflower cards
HG wreath making event
HG to check dates with SB for Elfridges
SN, CF and SC Elfridges

8. Next meeting

Next meeting is the AGM first which is going to be held on the 12th October 2022 at 3.30pm onwards. AGM usually takes 30-40 minutes with the meeting following straight after, we will aim for a short meeting.

9. Any Other Business

Bags 2 School

We have Bags 2 School to do a collection on 8th November 2022. HG to organise a letter to go out after the October half term, a poster for the noticeboards, text reminders and liaising with Bags 2 School. SI offered to help.

Actions:

HG to do letter, poster, reminders and collections

Events

It was noted that a provisional list of events had been attached to this agenda. After the AGM this can be agreed as the plan and each event will be planned at the appropriate time.

The meeting dates are scheduled for the year to help encourage more people to attend. Note that there are not two meetings in November the second November date should read December.

CF showed a draft poster she has produced which will be going on to all the noticeboards around the school to let parents know what is going on. Other than a minor typo all agreed it looked good.

Actions:

HG to amend the meeting dates spreadsheet so it is correct.

HG to amend the events spreadsheets once timings/dates have been confirmed with SB.

CF to amend poster with correction.

Lit Fibre

Stephen Andrews from Lit Fibre introduced himself and Fibre to the committee. Lit Fibre are a new, superfast full fibre provider and they have been busy this past year deploying the brand new fibreoptic network in the local area, offering an amazing product with superfast speeds.

At Lit Fibre they are doing things differently to other providers and with the network now in place and happy customers onboard they want to sponsor, partner and generally help and support the local communities in the area they serve. They are the current sponsor for FC Clacton.

A discussion took place on how Lit Fibre could support the Friends of Holland Haven this term. It was agreed that Stephen would go away and find out what goodies they have that we can distribute to the pupils along with a flyer for the Halloween discos and also if they can budget some money to provide the snacks. In exchange we will put the event is supported by Lit Fibre on the letter to parents, poster and on our social media posts.

Stephen asked if it would be possible for them to put a banner up outside the school and HG advised she would ask SB if this would be ok and location for the banner to be placed if it is ok.

Going forward as we have events; we can ask Stephen if Lit Fibre can support us with various donations to support us raising money for the school.

Themed Outfit Shops

At the end of last year, a discussion place between CH, HG and SN took place with regards to taking financial pressure off parents where possible and promote recycling whilst raising funds for the school. During the school year classes dress up for their term topic and the usual Christmas jumper days, etc.

We now have a list of curriculum topics which we need to collect outfits for and HG along with SN are going to start asking for these along with Christmas jumpers, Halloween outfits which we can sell as these events appear. Keeping the costs to 50p to £1.

If you see any bargains in charity shops or free sites, please grab them so we can sell them, as at the beginning we might not have a lot to sell.

SN has looked at clothes rails and hangers for us to display these which we have added to our PTA shopping list for the next meeting.

Actions:

HG and SN to start collections via email to parents, social media posts, and a poster for the noticeboards.