

Holy Family Catholic Primary School PTFA

Meeting Minutes

Monday 4th April 2022, 12:00

Venue: Virtual (Zoom)

Committee Members and School Representatives

Chair: Beth Sharratt, **Treasurer:** Neil Tillett, **Secretary:** Andrea Glancey, **Headteacher:** Helen Rooney
Deputy Headteacher: Stephanie Quigley

Attendees

Beth Sharratt (BS), Andrea Glancey (AG), Helen Culshaw (HC), Stephanie Quigley (SQ) Neil Tillett (NT), Michelle Davies (MD)

Item	Details	Owner
Apologies	<ul style="list-style-type: none"> Helen Rooney (HR) 	
Minutes/Matters arising	<ul style="list-style-type: none"> Minutes of the last meeting were sent by AG to all attendees. No additional matters arising. 	AG
Financial update and bank account	<ul style="list-style-type: none"> Bank account: update received to say that the application has been approved. Some detail below taken from email update for clarity. The business current account number will be generated in the next few days (dated 1/4/22) and we will receive an email from The Co-operative Bank to advise on these details. This will be sent to the PTFA email address. A welcome pack will also be issued in the post. Cheque book and debit cards will be posted out. They are sent separately and PIN numbers are posted a couple of days after the card. Online access: secure token device to each user along with instructions on how to activate the service. Treasury report: NT has completed a provisional treasury report for this half term. AG will provide full details of expenditure and incomings for NT to finalise the report. PTFA funds held by school: SQ informed the meeting on the cash held and banked by the school on behalf of the PTFA. Some figures taken from scanned copy of banking receipt. £1708.20 held from previous PTFA fundraising prior to January 2022, closure of bank account. £810.00 banked 21/12/21 (PTFA Christmas event). £169.50 banked 14/1/22 (Big PTFA raffle). £770.40 banked in March 2022 (PTFA fundraising ?events). £260 also indicated on form. Therefore £3718.10 expected to be transferred to PTFA bank account once opened. AG/BS/NT to cross reference all documented expenditure, incoming cash to ensure all figures are correct. SQ highlighted that the invoice for the new sound system in the school hall needs to be paid. Action: AG to send expenditure details and incomings. NT to finalise treasury report. Action: AG/BS/NT to cross reference all documented expenditure, incoming cash to ensure all figures are correct. 	NT

	<ul style="list-style-type: none"> • Action: NT to pay invoice from PTFA bank account once account details received and funds transferred from school account. 	
Expenses and financial policies	<ul style="list-style-type: none"> • AG circulated draft expenses policy, financial policy and expenses claim form on 29/3/22 for comment and discussion today. • Policies are adapted from Parentkind template and website plus examples available online from other PTFAs. • HC, MD, NT, BS, SQ – no comments. (HC audit background, MD charity background, NT/BS accounting background). • Expenses policy, financial policy and expenses claim form adopted. • NT highlighted the need for all PTFA members to retain receipts for purchases made for or on behalf of the PTFA. • Action: AG to send policies to SQ for upload onto the PTFA section of the school website. 	
Tea Towels	<ul style="list-style-type: none"> • Tea towels printed with self-portraits the children have drawn. Tea towels can then be sold to parents/carers for a profit. • BS confirms that paper templates and black pens have been handed in to school. • SQ confirms the school will facilitate children completing the drawings w/c 4/2/22. Aim to be completed by 8/4/22. Drawings have already started today. • SQ asked if the children should write their year group on the drawing. BS says no as the company may have to mix year groups on the tea towel to arrange the drawings effectively. Others agree this is ok. • First names only on the drawings. AG highlighted that for children with common names it will be difficult for parents to know which drawing their child has done. SQ said for privacy purposes surnames should not be included. It was agreed that school would send home the original drawings so parents can identify their child's drawing. • BS/AG to scan drawings over Easter holiday and send to the company producing the tea towels. • Google form can be used for orders and payments into the PTFA bank account after Easter holiday. • Action: BS/AG to collect drawings before Easter to scan and send. SQ to support with ensuring all children complete their drawing. 	BS/AG
Glow Disco	<ul style="list-style-type: none"> • AG updated the group on completed and outstanding items for the Glow Discos. • Tickets are being sold by Google form (currently 132 sold) and payments coming into school in cash. • Sweets, sweet bags, face paints, tattoos, glow sticks, decorations, LED rings, light up glasses have all been ordered and will be received by AG this week. AG/BS to come up with a price list for items to be sold in the shop. AG/BS to publicise this price list. • Food: after discussion it was decided that AG and BS will purchase hot dogs, hot dog buns, drinks and cakes from Aldi. This will be cheaper and more convenient than a school Asda delivery (restricted quantities and delivery dates). This will be done at the end of the week or weekend once final numbers for the discos are known. SQ offered storage space in the community room for any food or non-food items. School also has freezer space for bread • Volunteers: AG available for one day, BS for the other. HC available for both. NT and MD not available. One other parent volunteer identified for both days. • DBS checks. SQ highlighted that all volunteers who will be in school need a school specific DBS. 	AG

	<ul style="list-style-type: none"> AG has applied and awaiting response, will chase. AG has current enhanced DBS due to job role. BS and HC have DBS in place. MD will apply and NT unlikely to need one (not regularly in school for events) so will not apply at the moment. Action: AG/BS to come up with a price list for items to be sold in the shop. AG/BS to publicise this price list. Action: AG/BS to purchase food once attendance finalised. 	
Easter Trail	<ul style="list-style-type: none"> Treasure hunt around Cronton. Ask residents to display letters in their windows. Clues take the children around the village noting the letters to spell an Easter themed phrase. Families who live in the village to be contacted. 11 needed. Social media request- 2 volunteers. BS/AG will contact other known residents and businesses this week. Run over the Easter holidays. Electronic: request to join and pay £2 fee. We will then email the trail over. Everyone who emails back with the Easter phrase (Happy Easter) will be entered into a draw to win an Easter hamper. Ask Asda community champion if they would consider donating a hamper. Action: BS contact Asda to request Easter hamper. Action: BS/AG to create trail by 10/4/22 and advertise on social media/whatsapp groups Action: SQ to promote on parentapp once confirmation received that trail is ready. 	BS
Pre-Loved Uniform Sale	<ul style="list-style-type: none"> The wheelie bin has arrived from Knowsley council. Nicola Sutton (parent) has agreed made lettering for the bin free of charge. Permanent online shop via Uniformly website which is free and pay by bank transfer so no commission. Termly face to face sales. Link from PTFA section of school website. Concerns were raised about parents having to use multiple platforms but if we make the section of the school website the "go to" site with all links there this should mitigate this to some extent. Also reduces costs as other multi-use platforms charge commission of around 6% and further fees for debit card payments. NT asked who will clean the donated uniform. BS offered but SQ said the school have a washing machine and will wash all donated uniform before handing over to the PTFA. Look to get online sales started after Easter holiday. Action: AG to set up online shop. Action: AG to confirm when uniformly set up and SQ to place bin outside year 3 classroom. Action: SQ to promote via parentapp and AG/BS to promote on social media/WhatsApp once shop ready to go live. 	AG
Sports Day Photography	<ul style="list-style-type: none"> SQ confirms that sports day is planned for 27/5/22, weather permitting. AG described photography service that takes sports/action photographs. Local football club hired photographer for 2 hours (at a cost of £50) to photograph several matches. Parents were provided with a link to an online gallery from which they could purchase photographs. Digital copies £2.50 and 6x4 prints £2.50 each. Half the proceeds to the photographer and half to the club. AG suggested PTFA do the same to raise funds and provide parents with high quality photos of sports day. NT queried how many photos to sell to recoup costs of photographer. This would be 40. 	AG

	<ul style="list-style-type: none"> • SQ said school would run a tuck shop to raise PTFA funds that would more than cover cost of photographer. • Discussion over children who cannot have photographs appear online. Photo gallery will only be accessed by a specific link provided to parents. SQ said children could be easily highlighted by school. • MD highlighted that we should ask the photographer about cancellation costs or rescheduling due to bad weather. • Action: AG to make enquiry to photographer. 	
Summer Event	<ul style="list-style-type: none"> • Discussion about dates, days and times. • BS suggested Friday after school. SQ agreed this is when school had previously run summer events 6-8pm. • HC and MD suggested a Sunday event so more parents and local community could attend. • AG suggested all children will have someone collecting them on a Friday so this would increase attendance. Families could be busy at weekends, school staff would have to come in at a weekend. • SQ preferred date 1/7/22. Nothing in school diary for this date. • It was agreed that a google form be set up to poll the school community on their preferred day and time for the event. • AG suggested a bar for alcohol sales, SQ agreed and reminded about temporary event licence. • Food: coked in school kitchen. BBQ type food: hot dogs, burgers etc. • Inflatables: bouncy castle or inflatable obstacle course. SQ reminded PTFA about insurance. MD highlighted that in her experience some companies have been reluctant or unable to provide evidence of public liability insurance so PTFA must look closely at this when hiring. • Stalls TBC. BS suggested we ask for ideas in the class whatsapp groups. • AG suggested classes could do performances to encourage people to stay at the event longer. Or choir perform. Or operate a talent show. • Action: AG/BS to set up google form and send to class whatsapp groups/post on social media. 	All
Volunteers	<ul style="list-style-type: none"> • The group discussed the need for more volunteers to support the PTFA with events and fundraising. • BS would like to formalise the process. • Google form to be sent out to ask people to submit names and phone numbers for a whatsapp group "PTFA-Lite". This could also function as a skills audit to identify people in the school community with skills or business links that could be beneficial. • SQ highlighted that PTFA committee members should send their photographs for upload to the website. This will help the school community to recognize the PTFA members, especially those families new to the school. • HC asked if all volunteers need DBS. It was agreed that this was not the case. Those without DBS must always be accompanied whilst at school volunteering. SQ stated number of DBS requests and costs not an issue, all help is appreciated. • Action: AG/BS set up google form and advertise. 	All
Spending of PTFA funds	<ul style="list-style-type: none"> • SQ confirms the sound system has now been installed and that the invoice will be sent to the PTFA email address. • Cabling for the lights has also been put into place. • SQ confirms much improvement from the new sound system. Parents will experience this at Rejoice assemblies this week. SQ will ensure staff announce that PTFA funds have provided the sound system. It will also go into the newsletter. 	All

	<ul style="list-style-type: none"> Visualisers: the school would like a visualiser for every class (8 total). They connect to the teacher's laptop and enable pupils work to be displayed on a screen. Allows for live marking. BS noted they are very popular on educational accounts on Twitter. Quote obtained. Visualisers in the region of £50-£60 each using the school Amazon account (VAT exempt). Final quote will be checked and compared by PTFA. Approval for purchase granted at this meeting. Improvements to the outdoor areas: SQ confirmed that the school would like an artificial pitch. This is something for which the PTFA can make grant applications. SQ highlighted that the school could use the pitch to support the community and raise funds. SQ says the school would also like to improve the EYFS outdoor area. Action: AG/BS to look into grants and funding for artificial pitch. Action: SQ to send invoice for sound system to PTFA email address. Invoice to be paid ASAP from PTFA bank account. 	
Date and time of the next meeting	<ul style="list-style-type: none"> Monday 25th April, 12.00 via Zoom. 	All
AOB	<ul style="list-style-type: none"> BS asked that any AOB be sent to PTFA email address or whatsapp group. Meeting closed due to time constraints. 	All