

# Friends of St Wilfrid's School

Email: FOSW@stwilfrids-hh.school PTA Registered Charity No: 1005518

## Minutes

<b>Date</b>	<b>2 February 2023</b>	<b>Location:</b>	<b>St. Wilfrid's CoE Primary</b>
<b>Start time:</b>	<b>19:45</b>	<b>Chair:</b>	<b>Kim Waterhouse/Jessica Finn</b>
<b>Finish Time:</b>	<b>22.15</b>	<b>Minutes:</b>	<b>Maura Allvey</b>

<b>Present:</b>	<b>Apologies:</b>
Jessica Finn (JF) Kim Waterhouse (KW) Richard Bowman (RB) Louise Bennett (LB) Maura Allvey (MA) Emily Haniff (EH) Julia Perry (JP) Keira Philo (KP) Pauline Beresford (PB) Claire Reyner (CR)	Debbin Hannan (DH) Alastair Scragg (AS) Gilly Sadler (GS) Zoe Fryer (ZF) Sarah Milton-Hunt (SMH)

<b>Agenda item</b>	<b>Discussion</b>	<b>Action</b>
Approval of previous minutes and action points:	All agreed	Done
Review of upcoming dates	10 <sup>th</sup> Feb – Non Uniform Day Hot Chocolate sales – after school in each playground (2 x slow cookers & 2 x Insta Pots) RB to sort floats x 2 Currently helping out – EH, PB, CR, KW, JF Summer school disco - 23 <sup>rd</sup> June has been confirmed Envelope sponsorship to go out, w/c 6 <sup>th</sup> Feb. Ensure to state for sports day equipment/ tablets. <b>Complete</b> Easy fundraising – School Ping / WhatsApp groups reminder to go out	KW/JF
Welcome	Welcome Claire & Pauline. Pauline will be taking over the school disco organisation from now on	PB
Finances	RB - Christmas Fair - £5,414 Costs of £1,020 Profit of £4,373 JF – Waiting for Safari Pizza company to send in funds. <b>UPDATE</b> £120 received JP - £625 made on sale of Christmas Cards - £100 more than last year. JP confirmed a much better process this year with parental control. Timesaving. Funds to be paid into account by end of w/c 6 <sup>th</sup> Feb RB – Wreath Workshop £930 Income £331 profit Xmas Jumper Sale Made £77 Tree decorations, made £50 End of term Hot Chocolate sale made £109 Astra Recycling - £113 made.	RB JF to confirm JP to confirm

	<p>Confirmed shoes &amp; towels accepted (Also soft toys, but if people can keep these for summer fair).  £24,000 in account.  Paid out for laptops &amp; tablets.  About £19,000 left.</p>	
School Disco	<p>Pauline Beresford (PB), has kindly taken over the running/ organisation of these.</p> <p>Tickets for school disco of 3<sup>rd</sup> March on sale.</p> <p>Ping sent out w/c 6<sup>th</sup> February</p> <p>Sign up available for volunteer sign up (FoSW to sign up on different sheet)</p> <p>FB &amp; Ping – details to state 'only children attending St Wilfrids are able to attend'. Discussion around a child who didn't attend St.W's attending last one &amp; safeguarding issues.</p> <p>Supplies – 2/3's used up at previous disco. PB/JF to ensure stocked up if needed for 10<sup>th</sup> Feb.</p> <p>Face painting confirmed – 2 people doing on the night.</p> <p>SMH DJ'ing</p>	PB
Quiz Night	<p>Quiz Master needed.</p> <p>Questions written, but need quiz master on the night.</p> <p>RB &amp; AS will happily do it if there are no other offers.</p> <p>Bottles of wine to be sold - £12 per bottle – Honesty box? Cash/Card on the night? <b>Update: £10 per bottle</b></p> <p>KW to order wine (12 red/12 white)</p>	<p>RB/AS</p> <p>KW</p>
Legalities	<p>AS &amp; RB</p> <p>Constitution needs updates – various issues to be updated</p> <p>From 2018 – wrong name, doesn't say PTFA, incorrect members names.</p> <p>Update constitution – inform of new committee members – ready to go out by 21<sup>st</sup> Feb.</p> <p>AS to look at – Volunteers (all parents), members (PTFA), officers – chair/treasurer etc</p> <p>Charities commission – all agreed within 3 weeks, so long as all names, should be fine.</p> <p>Financial year runs 1<sup>st</sup> Sept to 31<sup>st</sup> Aug, however AGM usually in March.</p> <p>Going forward, change AGM date to tie in with first part of school / financial year.(last week Sept/1<sup>st</sup> week Oct)?</p> <p>AGM – yearly presentation to all about:-</p> <ul style="list-style-type: none"> <li>● What we do</li> <li>● What funds raised in the previous year</li> <li>● How we've done financially</li> <li>● Events for the year</li> </ul>	<p>RB</p> <p>AS</p>

	<ul style="list-style-type: none"> <li>Committee members and how people can get involved.</li> </ul>	
Summer Fair	<p>15<sup>th</sup> July</p> <p>Splash the teacher display needs to be fixed. No brackets.</p> <p>EH – to ask her dad - TBC</p>	EH
Match Funding	<p>We should explore match funding as some PTFA organisations raise a significant portion of their profits from this.</p> <p>KW &amp; JF to draft a letter to go out. Lots of corporate companies do this and it could be an easy win to get funds into school.</p>	KW/JF
Sponsor a Stall – summer fair	<p>Details to be finalised in May</p> <p>Can sponsor the whole fair or a stall, i.e if a company sponsors the BBQ (name / bandana) goes on the stall.</p> <p>Donations to the school</p>	JF/KW
Sports Day	Various ideas discussed – more to follow at next meeting	
Logo Competition	<p>2 x designs – they need to be combined and finessed.</p> <p>KP will explore potential designs.</p>	KP
Video license	<p>Video license up for renewal at end of Feb. Gives us authority to play films etc.</p> <p>Cost £94.</p> <p>All PTFA members present at meeting, voted 'Yes' for renewal.</p> <p>KW/JF to ask how many children can be accommodated in the small hall.</p> <p>Discussion around how much to charge. Consensus was £5 to include the ticket, a bag of popcorn, and chocolate buttons or equivalent.</p> <p><b>UPDATE</b> – Main hall booked for Friday 30 June but staff volunteers need securing.</p>	RB  KW/JF
Sarah updates	<p>Website – set up – so once logo done &amp; functionalities list compiled/proposed, they are ready to go.</p> <p>JF</p> <p>Stage/ sound system – proposal being put together.</p> <p>Step plan to be done for improvements &amp; scale to raise funds too, ie 1<sup>st</sup> step, spot lights, 2<sup>nd</sup> step, sound system etc.</p> <p>Once completed, MA to speak with contact. Other estimates will be needed.</p>	SMH/ KW/JF/ MA
Class Reps	<p>Wait to launch until end of school year for next Sept 23/24 intake.</p> <p>Liaison between PTFA &amp; class WhatsApp Groups.</p> <p>WhatsApp strictly for information only – not a chat group.</p> <p>2 class reps for every class.</p> <p>Recruitment to start May 23</p>	JF/KW
Tree Planting	<p>Pauline (PB) to email Mrs Russell to tie in with forest school.</p> <p><b>UPDATE 09/02/23</b> – Not going ahead.</p>	PB

2023 Envelope Challenge	<p>All ready to go.  School Ping &amp; handing out to pupils in class for end of day.  Gift Aid brought up in meeting. School sorts that out.  <b>UPDATE 09/02/23</b> – All children should have received and school Ping has gone out</p>	Done
StickIn's	<p>Clothing labels. Various options discussed about how these can be ordered / given to parents/new school starters.  June – print info/ posters for new reception starters.  July – Could leaflets be put in the entire bookbag drop in 23/24 term? (Could be a problem as bookbags weren't available for 23 term start until after term start date).  Currently 15% of all stick in's bought, go to school  Once our website up and running, school will get 30%.  Could leaflets be printed and made available on desks on parents evenings, cake sales, secondhand clothes sales – make very visible?  Idea discussed if Mrs Webster / Mrs Batty can add to uniform collection orders that come to the school?</p>	JP / KW/JF
FoSW Dinner	8 <sup>th</sup> or 15 <sup>th</sup> March?	JF
Jumble Sale	<p>Bring Your Own table £10  £15 if PTFA supplies table  If on school field, hire a bouncy castle/coffee van?  Look for date in May  <b>UPDATE 09/02/23</b> – Sunday TBC in May or June</p>	KW
Adults Disco	<p><b>UPDATE 09/02/23</b> – Friday 9<sup>th</sup> June 8-11pm – Main Hall.  All TBC re ticket cost, bottle price for wine, are we selling by the glass?  Most PTFA members preferred the idea of bottles, however mark up on by the glass could be profitable  Thoughts were £5 a ticket  £12/£15 per bottle  Is Sarah available?  Leafletting around houses of St W's to be done before event regarding noise pollution.</p>	KW
2022/23 Dates	<p>Term 2 Disco - Friday 3 March  Quiz/AGM - Friday 24 March  Spring event/picnic <b>CANCELLED</b> Friday 19 May  Adults Disco Friday 9<sup>th</sup> June  Term 3 Disco - Friday 23 June  Summer Fair - Saturday 15 July</p>	
Next Meeting	<p>Thursdays – 27 April  8 June</p>	