

# PTA Meeting

## Tuesday 3rd November 2020

(Microsoft Teams)

### **Present**

Jenni Smith (Chair)  
Hannah Surtees (Treasurer)  
Nicola Tighe (Vice Treasurer)  
Louise Taylor (Secretary)  
Lisa Yip (Vice Secretary)  
Mrs. Sharpe  
Julie Barker  
Kate Sheppard  
Tara Bird  
Sonal Samani  
Insiya Maimoon

### **Apologies**

Sejal Brahmhatt (Vice Chair)  
Charlie Perkins

### **1. Welcome**

Welcome everyone to the meeting and thank you for joining us!

### **2. Actions from last meeting**

- Approach parents through WhatsApp groups to appoint class liaisons - *All class liaisons have now been appointed.*
- Fundraising:
  - Proceed immediately with non-uniform day - *Done*
  - Proceed immediately with decorate a Halloween spoon - *Done (raised £75 so far)*
  - Recipe book - *discuss more during meeting.*
  - Take-away school dinners - *discuss more during meeting.*
  - Raffles - *discuss more during meeting.*
  - Sponsored events to be incorporated into The Pochin Challenge - *discuss more during meeting.*
  - Paypal and eBay shop - *Hannah confirmed that Paypal account has been set up. Go-ahead required from PTA to link Paypal to the PTA bank account, once this is done we can sign up to Paypal Giving Fund and set up eBay shop. Need to be mindful that Paypal will still charge fees, reduced as we are a charity, but still 1.4% plus 20p per transaction. We can then incorporate a 'Donate' button onto the website.*
  - Textile bank - *this is now in place at Roots @ Thorpe Farm.*
- Christmas cards - *to be discussed later in meeting.*
- Selection boxes - *speak to Adele to organise purchase from Tesco.*
- Gambling licence - *Julie confirmed that she is organising the renewal of this.*
- Match funding - *Amit Chauhan has a meeting with Barclays Bank to discuss. Contact parents through WhatsApp groups to see if they know of any business that could match fund.*

- PE bags - *As PE kits are being kept at school and classes 1 and 2 are wearing their PE kit to school on their PE days it was decided to leave this until Easter.*

### **3. Successes**

- Textile bank in place and working well. Hopefully will generate a continuous income for us.
- Decorate a Halloween wooden spoon. Great success and raised £75.
- Communication through WhatsApp etc working well.

### **4. New Ideas**

- eBay shop can now be set up. Include in this weeks newsletter asking parents for donations of unwanted gifts/vouchers etc that can either be used for Christmas Raffle or to sell in the ebay shop.
- Recipe book. Proceed and ask parents to send in their favourite recipe. School kitchen will also provide some of their recipes. Include in this weeks newsletter and WhatsApp groups with a deadline of 27th November. We will then look to produce and sell this prior to Christmas. Lisa will put together a poster to advertise.
- Push for businesses to donate items/vouchers for Christmas raffle - WhatsApp group.
- Virtual Christmas Party - ask stall holders to pay £10 to sell and also donate a prize for the Christmas raffle - liaise with Kate Sheppard to organise.
- Class cake design. Ask children to design a cake. One chosen from each class and cake made by The Cake Shack. The cake is then raffled within each class. One per class per month after Christmas.
- The Pochin Challenge - to be launched in January. A partnership between school and families where they are encouraged to take part in activities both in school and outside of school. Sponsored walks around Rutland Water, Bradgate Park etc.

### **5. School Ties**

The cost of school ties we buy in will be increasing to £5.50. We will need to increase the price of the ties to include this increase and also allow a profit to be made by PTA. The current price we charge is £5.00. The suggested new price is £6.50.

### **6. School Photos**

The school currently uses Tempest to take photos, however it is suggested that we shop around to see if we can find a company that can give a keener price for parents and also that can offer a cash-back to the school. Mrs. Sharpe will look into this.

### **7. Christmas Cards**

The Christmas cards that are designed by the children and sold to parents make a profit for the PTA. However, the PTA does send its own card to parents which is also a thank you for their support and a synopsis of funds raised and how it has been spent. This card incorporates two winning designs by the children and costs the PTA in the region of £85 and although this is a lovely gesture, in the current climate we will look at sending an e-card to parents instead.

Agreed we are happy for the children with the winning design's to receive £10 voucher each.

### **8. Christmas Raffle**

Appeal for raffle prizes through WhatsApp groups, newsletter and Facebook.

Look at maybe selling tickets through Paypal and do a live online draw with a random number generator. This will save money on having tickets printed and also minimise contact.

Spread the word via Facebook, WhatsApp, Newsletters etc.

## **9. Paypal**

Everyone agreed for Hannah to link the new Paypal account to the bank account and add Nicola as Vice Treasurer. Paypal 'Donate' button to be added to school website.

Paypal will hopefully generate extra income but again, we need to be mindful that there are charges incurred.

## **10. School Garden Project**

The total amount raised so far is in excess of £3,000, which includes donations and fundraising through school events. Actual amount of donations will be reported once the bank statement is received next week.

Mr. Pochin will match fund the first £5,000.

Further parents are wanting to make donations but will hold off until match funding sorted.

The first quote for gardens works came back at between £35,000 and £40,000, which is obviously too much for us to pay.

A parent who works for a garden design company has offered to send their surveyors to look at the garden and produce 3D designs for us. This service would usually cost £2,000.

Once we've got designs in and quotes for work, we can then look at getting parents and the community involved to help transform the garden.

## **11. Teacher requests**

Classes 1 and 3 would like to purchase new banded/age/level specific books. It was agreed that they could have a budget of up to £150, over and above class expenses, to purchase new books. Kate and Tara mentioned that they have lots of books that they could donate for free readers. Jenni suggested we make parents aware that they can donate books.

Hannah advised that the bank balance as of 7th October was £8,720.89. Included in that amount is the Garden Project money raised/donated so far and there is also payment still to be made to the school for the Harry Potter trip. The annual spend is usually between £4,000 and £4,500 although there will be savings this year as there are no school trips.

## **12. AOB**

Hannah mentioned that we would usually donate £200 each year to the church as a thank you for allowing us to use the church. Although everything is being done virtually at the moment, it was agreed that we will still make this donation.

## **13. Next meeting**

The next meeting will be held on Tuesday 12th January 2021 at 6pm via Microsoft Teams.

### **ACTIONS:**

- Increase price of school ties.
- Proceed with recipe book.

- Link Paypal to bank account.
- Create ebay shop.
- Purchase or receive donations of selection boxes.
- Proceed with virtual party.
- Progress Christmas raffle.
- Design and send Christmas e-card to parents.
- Look into new photographer for school photos.
- Pochin Challenge with sponsored events in New Year.
- Look into cake competitions/raffle for New Year.



*Registered Charity Number 1026154*

---

THE POCHIN SCHOOL . SCHOOL LANE . BARKBY . LEICS . LE7 3QL