

The Friends of St Germans School  
Thursday 15<sup>th</sup> September 2022 – 9.00am  
Minutes of Meeting

Present

Hannah Guy (Chair), Jennie Garlick (Secretary), Beccy Elwell, Melanie Stannard, Kathryn Harris, Emma Smith (Treasurer), Ingrid Bennett.

Apologies

Donna Orphan, Emily Young, Ali Lovatt, Karen Evans,

**Minutes and Matters Arising**

**1. Previous minutes** - The minutes of the previous meeting were sent out.

**2. Matters Arising**

- Welcome event update

The date of the welcome event has yet to be confirmed. The school are looking into what format it should take and when it can take place. It was discussed that there were two objectives for meeting with the parents 1. To welcome new comers 2. To go over the new class structures. It was highlighted by Jennie that one of the key objectives from a PTA perspective for the event/s is to raise awareness of the PTA and to get Ingrid as Headteacher to be an advocate for the committee and to emphasis the reasons why the PTA is needed and how parents can help. It was also asked that at this event she highlight and introduce the new role of the classroom representative. This is a named individual or individuals from each class / yr group that is a contact point for the school and the PTA. They are in charge of communicating messages / reminders etc to the group, for welcoming new parents, and to act as a sounding board for the school when needed. Ingrid indicated that at present the welcome event was likely to be later in October. As such it was suggested that the AGM currently planned for the 7<sup>th</sup> October move to a later date once the date of the event is known.

Action: Ingrid to confirm the date of the welcome event

Action: AGM date to be updated and then notices to be put into town, newsletter, facebook etc

- Vote on the PTA xmas raffle

Towards the end of last year we discussed the use of the Parentkind PTA xmas raffle as an easy way to raise additional money for the school. This raffle is created by Parentkind and therefore all publicity materials etc are already prepared and also the prizes are too. The use of the raffle will help to ease the burden on the team to create materials and will hopefully give parents and the community an alternative online means to support the school around xmas. As this is a Parentkind raffle 50% of the money raised goes to them in order to fund the prizes and also for the cost of their materials. The rest of the money is given to the school.

Proposal by Hannah: The Friends to use the Parentkind raffle as another means by which to raise funds for the school.

First: Melanie

Second: Jennie

Vote agreed.

- Vote on the School Lottery

Becky proposed the use of the School Lottery which is a system by which parents can enter a lottery similar to the 100 club but it is undertaken online. The winners of the lottery are also given the option to either claim their prize or to gift it back to the school. The winners would also be announced in the school newsletter with a thank you if they gifted back the funds. As this is a service a percentage of the funds goes to the company and the remainder is directed to the school.

Proposal by Becky: The Friends to make use of the School Lottery website to host an online lottery system.

First: Emma

Second: Hannah

Vote agreed.

- Vote on the funding allocation

Last year there was a discussion with the new Headteacher around the allocation of pots of money for school trips which could be allocated to each class. This would support the classes in being able to make school educational trips and would also help the Friends to be more effective with the approval of requests.

Proposal by Jennie: £200 per class to be allocated for school trips (£600 total)

First: Katherine

Second: Melanie

Vote agreed

- Vote on the Christmas Pantomime funding.

Ingrid and Emma held a discussion about the funding of the annual Christmas pantomime. It was asked if this funding would be requested again and would the format be the same as previous years. This was confirmed.

Proposal by Emma: Funding to be provided of approximately £200 (exact amount to be confirmed by the school office) for the annual Christmas pantomime held at school (in order to keep costs lower).

First: Becky

Second: Hannah

- Discussion on the xmas fair

It was discussed that, given the amount that the committee have on, and how the Christmas fair is typically hosted by external stall holders, that we shouldn't host one this

year. Instead the focus should be on the disco, mufti days, the raffle and on recruiting members.

- Advertising the PTA

It was discussed that an item in the newsletter and in book bags should go out that states why the PTA is needed and how it has helped to raise funds for the school. In particular it was highlighted that we need to draw attention to the fact that a lot of school activities are subsidized by the funds from the PTA.

- Cake sales

It was proposed that we start doing cake sales every month or so as this is a good way to raise money and it is something the kids enjoy. We should aim to keep the number of cakes down to just a few volunteer bakers and that we should make up laminated posters that can be used regularly to remind parents / kids of a coming event. We need to identify volunteers to do this, the regularities and logistics of it at the next meeting.

- Xmas activities

As we will not be undertaking an xmas fair it was discussed that we should look to do another xmas fundraising activity. The proposal was to look into getting the children to make tea towels that we can sell at the xmas fairs / cake sales and also just through the school.

Action: Kathryn to investigate companies and costings for us to move forward with a vote.

### **3. Expenditure requests:**

N/A

### **4. Balance of accounts:**

Information is still being compiled by Emma.

### **5. Upcoming events**

Welcome event – date TBC

AGM event – date TBC

Halloween mufti day – date TBC (school office to confirm)

### **6. AOB**

**Next meeting date:** Next PTA meeting to be held on 29<sup>th</sup> September.