



General meeting minutes

Meeting date: 7th October 2021

Meeting time: 7:30pm

Venue: Lansdown Cricket Club

Called by: Jess Watson

Attendees: Jess Watson- Chair

Di Marsh- Communications

Jenny Kelly Project Manager/GDPR

Gemma Phillips- Secretary

Jess Zoe Emma Hannah Sophie Finn Georgia Aisline

Apologies: Nic, Caroline

Agenda Items

1. PTA roles and responsibilities:

The committee introduced ourselves and our roles. We are purely about raising funds to enhance the children's education and organising social events. We are officially a charity and there has been a lot of work to get it there! We can get grants, bids etc now we are a charity. Charity number 1194515 add to fb/website/newsletter **DM**

We can claim gift aid and now via paypal can accept donations from businesses.

We are transparent and active now so we will keep the PTA run in line with The Charity Commission.

2. Update on finances/ what we have bought so far

Currently £8000 approx in the account, we can't get the correct amount as Jane Stagg is finance and is currently off work.

Georgia Cooke has been voted in as additional finance signatory, no objections. Georgia has checked with the Trust and no conflict of interest was found, thanks for joining Georgia!

3 card machines purchased, defibrillator (**JW** to check on location of this with MS), pencil shelter canopy (**JW** to email MS to check on this)

IT support for school

Cash machines have sped up sales, we can set up a shop so can sell recipe books and arrange a weekly collection point

What is the detail of the £10k needed for repairs **JW** to email SH

Getting class reps involved in PTA to help involve families, whatsapp is the easiest way to get information to parents

Write to school council reps to invite them or send us their ideas, what would the pupils like to see in their class rooms and playgrounds

Donate now button to be included on the PTA website, PTA agreed that it is a good idea.

Gift aid investigation of how we do that?? Can be done via paypal

Website demo given by DM, the PTA unanimously voted in favour of launching the PTA website. **JW** to contact school to request that the PTA section of the WASPS website is updated with a link to the PTA website, the current information is incorrect and is not compliant with the Charity Commission, needs updating ASAP.

School website, hard to navigate, difficult to use, old photos, is there a web designer parent available that can help with that, this is not something the PTA are able to help with at this point.

3. What the PTA have done/ achieved so far:

Set up the charity, committee members, calendar of events, build volunteers, pre loved uniform sale- Lisa and Tor. Take uniform to the office, donation bin is that a possibility, and let parents know that it is possible to drop into the office currently. Discussed that is good to have uniform sales at all events.

Shoes/ clothes swap at the fairs??

Setting up a quick and manageable way of running events

Setting up social media/website

Branding logo, Wally the Wasp has been designed by Finn Colvin and she has given us permission to use the design for any branding and merchandise, thanks Finn!

School are not keen on hosting indoor activities at the moment, we have worked with them to host a drinks and uniform sale in the halls

4. Wish list from Sarah Halls:

Pool £10k needed for repairs

White board for hearing space

Website for school

LW outdoor provision what is needed here

IT lease to pay off, what is the cost of that?

It was discussed that parents would like to see PTA money spent on extras, not IT as that is fundamental to teachers, that should be provided by school. The website does not directly relate to the children's education, they do not use it.

Committee to create a google form in response to these requests **GP**

Pool, can it be covered, can it be rented out, changing rooms, asking local companies to help out with funding?

5. Other fundraising ideas?

Year 0-6 t shirts, add handprints summer fair each year

Photo booth

Merch- water bottles, hats, pens fluffy key ring, wasp key ring, a year 0 hoody, rubbers, caps, plushy wally, christmas decoration for the future poll class reps to see what the kids would like

Drawstring bag

T towels: we need a team

Christmas cards

Wasps hoody to wear on PE days

Would someone take on a roll of managing a shop

Involve year 6 in selling

We need a dry indoor cupboard, can we organise it? **JW** to SH email for a space

Mufti day for bonfire night, come in in hat/gloves/scarf and gloves get a marshmallows (donations from Tesco **FC**) **JW** to email SH

Yoga session with Aisline, donate 20/30 people

Valentines day wear something red

GP to transfer these ideas to google drive

6. Volunteers for bedtime story

Majestic wine, and glasses from there with donations set up 2 stalls in LW hall and Main Hall. **JW** to speak to majestic

7. Christmas event ideas:

Covid safe, can't be held indoors

Can anyone commit to being part of an organising group?

Ticketed event, call the raffle on fb live to involve parents and carers

Cinema for the kids, popcorn, food pre ordered, gift needs teacher involvement in class rooms/ assembly rooms

Santa dash- need to be an afternoon, food, drinks, fancy dress portable generator flood light, bring torches,

Lantern parade, sell a kit, christmas carols, mince pies, urn in cupboard

Winter Trail around the village with price Lucy Giffen to organise Christmas Library/story theme, house numbers first over christmas holidays, £3.50 for maps and goodies

Treasure hunt

Ask parents for larger gifts from parents for raffle, voucher/cash prize

Donate button and QR code

Donate upfront

Raffle tickets- registration with local authority. Buy really good prizes eg kindle/speaker/apple airpods ask for hamper donations PTA agreed to try it for a year and see how it goes. Ask for freebies when were out and about, ask for each year group to prepare a prize/hamper. Get boxes, shallow, kids can decorate

Georgia to find out the quantities ordered of tickets last year.

Sophie to email governor chair to ask about the church hosting carols

Mr Randall/ Mr Bowers from abbey free ticket, donations for wine and mince pies ask school if we can?

We need a team of volunteers

Ask tesco/waitrose/sainsburys/m&s for donations **Finn** to contact tesco **Aisling** to contact others

Emma H asking Bath rugby for donations for raffle

Theatre vouchers

GP to create google drive doc of all christmas event ideas

8. Grants and bids committee member needed

Put out information to ask parents employers to give donations up to £500 match fund. Top of PTA newsletter Pound for pound. **Aisling and Georgia** volunteered to organise raffle, thank you! Committee will support where needed.

GDPR consent email

9. AOB

Christmas jumper day 10th Dec and mufti day

Bake off, spread out on to different year groups

DM to organise website and circulation minutes

Quiz in Feb

Whatsapp/ posters/parent reps/ Get a rep from the year groups to

What to spend the money on ideas:

Top up sports equipment

Whitshire library fund

Ask about resources - can we send google form to teachers asking what they want resource wise to add value. A skeleton, visual aids etc

Ask teachers questionnaire **GP** to make google form to share with class teachers

10. Date of next general meeting:

Once a half term, Thursday 4th Nov, to begin organising Christmas **DM** to publicise