

Parsons Heath Parent Teacher and Friends Association Meeting

Wednesday 18th November 2020

Present

Claire Newson (CN)	Natasha Welham (NW)
Sharon Olding (SAO)	Sarah Howe (SH)
Elaine Miles (EM)	Jessica Glover (JG)
Carl Jones (CJ)	Andrea MacAlister (AMc)
Danni Buy (DB)	Steph Tew (ST)
Katie Furlong (KF)	

Agenda Item		Action
1. Apologies	None	
2. Minutes of Last Meeting	The minutes of the last meeting were the AGM	
3. Matters arising from minutes of last meeting	None	
4. Treasurer's Report	The current balance as at 15.11.2020 is £4068.17. The bank mandate for change of signatories has been signed by SAO, JG and is now with NW ready to be passed onto EM and the bank. There is an Easy Fundraising cheque of £15 to be paid in. Discussion followed as to how this could be promoted more and how easy it is to use. EM informed the committee that Terry Grey is happy to audit the accounts and this will be done in the next couple of weeks.	NW/EM
5. Secretary's Report	SAO asked the committee if they could help give Your School Lottery a push. It would be helpful if all committee members had purchased a ticket (cost £1) and spread the word to friends and family. SAO to send details to CJ who will make up a QR code for those who prefer to register using this. NW to put on the Facebook page.	SAO/CJ NW
6. Virtual Christmas Raffle draw (15th Dec 2020)	DB requested a copy of the begging letter that SAO sends out for raffle prizes. SAO to forward to her. Raffle tickets to be sent out by the end of w/b 23.11.2020. All committee members to let SAO know by Monday if they have any raffle prizes. The question was asked if we could keep the non-uniform day in November and just ask parents to send in £1. CN felt that with everything going on this month it may be better to defer this to the new year. All agreed.	SAO All
7. Online visit from Santa	Discussion followed as to what day this would best suit the school and it was decided and agreed that Wednesday 16th December at 10:00am – 11:00am would be perfect. This is the day that we are having our School Christmas Dinner and it was felt that this would be an exciting event to add to the day. The question was asked if the children could also dress up in Christmassy clothes and CN pointed out that we always ask the children to wear their Christmas Jumpers on this day. CJ has made a virtual backdrop for use on Microsoft teams and CN then added it as her background for all to see. Santa can then be streamed into each class one at a time and his elf helpers (teachers) will be in class to distribute the presents. SAO to locate the 'sacks' for each class. The presents have been counted, and the following have volunteered to wrap: DB, AMc, EM, CJ, NW, KF, ST, JG. JG to help KF to put each year group in a box, along with the wrapping paper and labels to make it easier for the wrappers.	SAO ALL

	NW will collect the wrapping paper after school on Friday 20.11.2020 and CJ will ensure that the labels for the gifts will be ready and in school waiting for her. The presents will be delivered to school by Tuesday 15th Dec.	NW/CJ
8. A.O.B	JG informed the committee that a cheque for £88 will be arriving at the school by middle of December for the commission of the Christmas Cards project. The question was asked about whether the school will be trying to hold a pantomime for the children. SAO informed the committee that she has already sourced a virtual pantomime that the Mercury Theatre are presenting and signed the school up for it. The cost of this is just £42 and the committee all agreed that this would be funded by the PTFA. EM asked about the £100 deposit that was paid last year for this year's panto. SAO to investigate. JG asked how the committee felt about having the PTFA logo redesigned. Discussion followed and it was agreed that although it was a simple design, it did not quite reflect the 'heart' of the PTFA. It was agreed that as we go into the new year, a design the PTFA logo competition be held for the children. CN said that she could set it as homework and that members of the PTFA could be invited to the online assembly that we hold to 'advertise' the PTFA and event. CJ asked if everyone was happy with the label design for the Christmas presents. Some suggestions were made to amend the appearance and CJ will ensure these are ready for the present wrappers. EM stated that the profit made from Your School Lottery last year was £627. DB suggested that we stated in the newsletters what the money was spent on ie: it paid for the pantomime las year. SAO said she would put something in the next PFA newsletter that is due to go out shortly.	SAO All SAO
9. D.O.N.M	The next meeting has been agreed as Thursday 7th January 2021 at 6:30pm via Microsoft Teams. SAO to send meeting invite nearer the time.	SAO

Meeting closed at 19:45pm

Next meetings:

Day	Date	Time	Venue