



**Freshford School PTA  
Committee Meeting  
Thursday 20<sup>th</sup> June 2019**

**MINUTES**

**Attendees:** George Tomlinson, Louise Rudall, Caroline Villiers, Shannon Neenan, Jo Taylor, Jenny Craig, Andrew Wishart, Caroline Ford

**Apologies:** Amanda Barrington, Louisa Kile, Harriet Pilkington, Lucy Dunbar, Sarah Williams

**Spending & Financial Update**

We have raised approx £12k so far this year.

The school has requested that the PTA provide £12k to top up the budget for 2019/20. As with 2017/18 this will be in addition to the any other requests from the school for help with funding for resources, Shakespeare project, hardship fund etc.

Shakespeare project will happen next year and AW is looking into the potential of an RSC practitioner coming in to do some theatre training with kids.

AW explained that the funding formula is based on the number of pupils on the school register the previous October. This means that any new starters later in the year are not funded for the following academic year. It was noted that it may help engagement – especially of new families - if people understood this funding formula.

With at least £12k needed next year, we will be looking at another big target next year.

We revisited the idea of a parent pledge in September – request that every family pledge to do something to contribute to the school, including non-fundraising activities such as reading, painting, planting etc.

It was noted that it would not be unreasonable to expect everyone to contribute in some way, and those short on time would be encouraged to make a financial or resource donation. Many other schools are already asking parents to make regular payments, but we hope we can avoid this by instead encouraging the whole school community to get involved in community-driven fundraising activities.

13 families currently paying monthly donations. Concerns that this will decrease when BTmydonate closes at the end of this month.

New events – it was suggested that we try and come up with an event that doesn't rely on the school community to support it – a broader appeal.

Sarah Williams is looking into the possibility of a silent disco.

Still looking to have a comedy night in the autumn term.

**Action: ask Helen to add Every click icon to school website for people to make donations.**

### **Fireworks**

Agreed we urgently need to find someone willing to take on securing sponsorship for the event. Without enough sponsorship to cover the costs, it's simply not worth doing. Sponsorship needs to be in place by the end of the summer at the latest. This role might suit someone working in finance or sales?

Assuming we can get the sponsorship needed, we also need to find a team of people to organise the rest of the event – PR & tickets, food, bar, administration (licenses etc), hot drinks.

**Action: send a parentmail with breakdown of roles; send to Caroline Ford to distribute at Preschool**

### **Next year's committee**

Louise Rudall will be stepping down as co-chair but will remain on the committee and continue to do uniform sales.

George is willing to stay on, but only with plenty of support. But she would happily let someone take on the role of chair if there's someone out there who'd like to do it. If not, ideally find a vice chair for next year, looking to potentially take on the role of chair the following year.

Jenny Craig will be taking on the role of Treasurer.

It was noted, what a great job Caroline Villiers has done during two unprecedentedly busy financial years!

Still need to find a secretary.

Amanda Barrington will be stepping down as lead class rep.

It was decided that anyone taking on class rep roles next year, should be willing to attend PTA meetings so that all classes are represented.

**Action: draw up job description list of committee roles available**

### **AOB**

#### **Hardship Fund**

Agreed to add sentence to hardship fund policy to make it clear that children can only receive funding assistance to attend residential trips (i.e. Skern Lodge) once.

### **Shoes**

On the last day of term, the school will be supporting a local charity Afrikaya, by asking all the children to leave their shoes behind. The shoes will be collected and sent to a school in The Gambia. It was suggested that the children should receive some kind of reward for leaving shoes.

**Action: to consider what sort of reward (if any) would be appropriate. Ask charity contact (Marni) to come in to assembly and talk about the charity prior to the event. Create poster.**

### **Sports day**

The school has requested that the end of sports day snack is fruit. It was agreed that the PTA would source the fruit and ask the class reps to prepare and serve it.

The potential revenue from tea and coffee sales was discussed. Jenny Craig looking into the feasibility of selling hot drinks at the event.

### **School uniform**

M&S do a uniform service – the school can get 5% from sales. Uniform sales currently provide minimal return, and the M&S system looks like decent quality and easy to use and manage. Louise R to order samples and look to transitioning by September 2020.

With the closure of BTmydonate, it will not be possible to order and pay for uniform online, but we now have a credit card machine, so Louise will be available to sell uniform twice a week – days/times to be confirmed.

**Next meeting will be the AGM (all welcome):  
Thursday 19<sup>th</sup> September 2019  
7.30pm Freshford School Hall**