

**Barnston Parents Association December Meeting Agenda, 8/1/20.**

Attendees: Sarah Swaine, Jo Hardie, Vicky Marr

Apologies: Jane Tunnicliffe, Helen Nash, Emma Davey, Sally Clegg, Becky McArdle, Dawn Walsh, Liese Platts, Sue Hooper

Welcome and introduction. (SS).

**Review of event(s) since last meeting**

**School Calendar**

* Update on profit – An amazing £1383.75!

income from advertising £1200

sales 118 x £5 = £590 (45 of the 118 orders were via PTA events), comparable with last year

printing costs = £406.25 (initial order 100 + 2nd run minimum of 25 at £3.25 per calendar)

5 remaining calendars if anyone would still like to purchase.

* Any feedback / learnings – still need list of advertisers to see if Mr Dixon can arrange thank you letters from school children. SS to arrange cheque to pay printers.

**Santa Wagon**

* Update on profit - £304
* Any feedback / learnings – brilliant support from volunteers. Roundtable will consider extending route next year as we had so many helpers, which could increase donations.

Communicate to volunteers when they sign up to help about the existence of WhatsApp group to help with practical arrangements.

**Nativity DVD**

* Update on profit – small profit of £30.50 but a service rather than profit driven.

Filming costs £300

DVD sales 81 (compared to 143 in 2018) x £2.50 profit = £202.50

Download sales 32 x £4 profit = £128 (compared to 18 in 2018)

* Any feedback / learnings – more requests for DVDs after order cut off time for DVDs to be produced, were able to re-open PTA events for download sales. Downloads are tricky to organise due to file size – had to use refundable trial of Vimeo. This worked ok and PTA events made organising orders easier. Could promote download as people may not realise how to use the download. Online orders lower compared to previous years order via paper order form. How to promote for next year? Maybe possible to add order details to paper tickets sent home with children?

**Nativity Refreshments**

* Update on profit – to follow, need to take out money from calendars sold at nativity plays before calculating sales (29 sold at Buddies, KS1 and KS2 Christmas plays)
* Any feedback / learnings

**Update to totaliser on PTA events? –** need to add £1700 to previous amount raised.

**Future event(s) planning**

**Mothers Day (22/3/20) and Fathers Day (21/6/20) Stalls –** ED looking into possible simple craft ideas for gifts for stalls. Gifts will be purchased online before the stall date via PTA events. To send out message asking for volunteers ASAP once date agreed with school. Ideally need 8-10 volunteers to run stall and more to prep craft before the stall. If insufficient volunteers will be unable to hold stall – see newsletter under AOB.

**Any other events to be planned for Spring?**

* **Disco –** ideally split into separate KS1 and KS2 events as easier to manage and hopefully better uptake for older children. Need to confirm with school and get possible spring term dates. Another local school held glow disco – SS to get details. Perhaps ask teachers to hand out wrist bands to pupils on PTA events list attending disco before they leave classroom so PA know which children are allowed into hall for disco?
* **Book/DVD amnesty** – a local school asked families to donate unwanted books, CDs and DVDs which were then sold to music magpie, possibly time-consuming? Would need to donate any unsold to charity.

**Uniform –** ongoing January. Uniform lines reviewed and streamlined, agreed with Mrs Pearson during Summer Term 2019. VM to add streamlined uniform range to PTA events for online sales, and to liase with BM and DW how sales will be handled. A starter pack to be available to new joins at reception meeting in summer – worked well with 2019 intake. VM to give BM access to uniform sales on PTA events. BM and DW to look into sale of remaining stock which will not be part of streamlined stock.

Look into “recycling” donated uniform to sell at school to Barnston families for donations to school. Possibly could have stand at book fair? Unsold uniform to be donated to Wirral FUPS scheme (Free Uniform for Primary Schools). Advertise in newsletter to parents. Also continue to support FUPS.

**Charity Status** – ongoing January. Application and processes (inc Financial controls), plus review of constitution/structure, reporting, roles inc Ordinary Committee Members and Year Reps. (As outlined above). Must include updating Bank(s) of revised constitution.

**PTA Events** – ongoing January. back office processes, platform fee, treasurer reports and bank feed. Review of pricing on PTA events.

**House Keeping** – ongoing January. VM to sign bank mandate and SS to submit to bank with PA constitution to update bank with new committee members. SC and SS to get copy of past documents from JH to review any documents relevant to their role. SC to look into online dual control and to take hold of cheque book. SC to be made primary user for bank account. SS to update “to do lists” from autumn term events to help with planning these events next year.

Need volunteer to take control of easyfundraising and promote to parents when special offers.

**Spend**

Update of annual plan to be communicated to school each term with current amount available to school for spending. Review of any items from existing agreed spend; agreed spend outlined to group as part of accounts.

Proposal/agreement of new spend and changes to existing agreed spend; “Raising the Roof” - SS outlined Mrs Pearson’s request for funds to build a covered area outside the Main Hall to provide a useable outdoor space for classroom and PE based activities during inclement weather. – Need approx. quote for awning from Mrs Pearson.

**Parentkind renewal** – due 1/1/20 – unable to set up direct debit for this year as needed dual signature. To look into for renewal due 1/1/21.

**Update on ongoing actions – see Action Log for details**

SS to make contact with other schools PTAs.

**Any other business**

Strategic review – discussion on how to keep PA going and what events to consider for remaining school year. Newsletter to be produced to update on amazing events so far and to reiterate need for volunteers in order to keep planning future events e.g. Mother’s day stall, disco.