**HDPS PTA Meeting Minutes**

**Friday 2nd October 2020 (Via Zoom)**

**(With additional notes from unfinished agenda items)**

**In Attendance:**

Amanda Pawson (Chair), Rachel Bowley (Vice Chair), Karen Barlow (Treasurer), Rachel Harris (Secretary), Andrea Roeder Mohatta, Chris Sweeney, Marie Murray, Bev McGarey, Janice Houghton, Seyhan Duman-Nieddu, Clair Brown

**Apologies:**

Suzanne Freeman, Kelly Malynn, Amy Martin, Ian Hawkins, Angela Scott, Jeni Kench

**Welcome from chair – Amanda Pawson**

Opened the meeting by saying thank you to all those who have shared ideas and volunteered to take on tasks at home.

Mr DeFreitas is very supportive of all we want to do but we must ensure we keep within the current restrictions of activities in year group bubbles and PTA members not on site with students. We can however be outside setting up whilst the students are inside.

She wanted to have on the record that, as PTA members, we sometimes hear information about future plans for the school before they are officially announced i.e. funding requests, but we must not discuss these with people outside the PTA until they are announced by school. She stated she will be working on a PTA code of conduct in the next few weeks and asked that, if any PTA members had experience in forming policies and would like to help develop these, they could make contact with her.

She will aim to meet with all members over the next few weeks to understand what they feel their strengths and interests are and what their current time constraints are.

**Halloween craft bags – start this weekend**

**Karen to plan these.**

* To bulk buy craft items from Baker Ross. 5 x items in each bag worth approx. £1.50 each. Sell for minimum donation of £4. For any age child.
* Advertise on Facebook group with pictures of possible contents (each bag will be slightly different) and collection from Karen’s house. Amanda to be back up in half term when Karen away.
* Start with school Facebook group and open to wider Facebook groups if necessary to sell stock.
* If successful, will repeat with Christmas crafts.

**Every Penny Counts/ World Kindness Day (13/11/2020) – start ASAP**

**Andrea and Rachel H to organise.**

* Each class is given a jar (2L milk bottle) to fill with small change between now and World Kindness Day. ARPS will have one collective jar for all three classes.
* Children will be encouraged to do as many acts of kindness as possible and parents will be encouraged to kindly donate any small change they can spare into the jars.
* Andrea and Rachel will make bottles with class labels. Andrea to prepare wording for FB and Parentmail.
* First class to fill their jar gets a prize/class treat – possibly add this in later if donations are slow.

**Pumpkin/Harvest trail – Friday 16th October**

**Bev and Rachel H happy to plan this – Rachel H will ask Amy if also interested as was previously interested in doing a community pumpkin trail. Andrea will work on graphics and posters. Marie can help with set up.**

* Members agreed that the focus would be Harvest rather than Halloween, as this is what is celebrated in school.
* To be conducted in classes (or at least year group bubbles) to ensure kept within guidelines, with one trail for Discovery and one for Explorers, with age appropriate clues and challenges.
* Members asked to research an autumn related prize as token gesture for completing trail. It was suggested we email the office to obtain a list of children with allergies in each class so we ensure the treats are suitable for all.
* Friday 16th will be a Non uniform day, and there will be a suggested donation of a minimum £2 per child for both own clothes and trail.
* Discussed the best way of collecting money and agreed to trial the use of a Paypal Pool for each year group. These will be promoted on the year group Whatsapp groups by members of the PTA, with names and amounts of donation remaining anonymous. In addition, there will be a bucket on the gate of each playground for collecting money from those who have not paid in advance.

Paypal Pool accounts:

Andrea – Reception, Yr 3, Yr 6

Bev – Yr 1

Seyhan – Yr 2

Clair – Yr 4

Amanda/Karen – Yr 5

Andrea to send instructions for setting up Paypal pool.

Paypal can be set up now but not shared until FB and Parentmail ready.

Amanda will send Easter Egg hunt trail graphics over so we can see layout for inspiration.

**Make the rules day – 20/11/2020**

**Rachel B to organise**

* Rachel will compile list of rules and agree with Mr DeFreitas and Amanda before advertising, examples include: own clothes, painted nails etc
* Each child can choose to make between 1-5 rules this day and donate £1 per rule. Container for each classroom for collecting payment on the day.
* To be publicise after half term.

**Toy Sale**

**Andrea to organise.**

* Families asked to donate new or nearly new toys – request to go out before half term. Items brought to Andrea’s house during first week of half term for sale soon after half term. This will be run on the FB page, and anything not sold will be offered to the wider community.
* If any adult gifts donated to be considered for raffle prizes at a later date.

**Uniform**

**Continued to be run by Seyhan with support from Andrea and other parents**

* Going very well using Facebook page for requests.
* Seyhan asked for help today – Bev and Marie can help.
* Bev mentioned she donates school clothes to a charity in Uganda and is happy to take any items we are unable to sell/have excess of.
* Suggested we start selling used coats, waterproofs etc. – agreed this was a good idea and Seyhan said she could store in her garage. Same arrangement as dress up where pictures, sizes and prices of donated coats are posted on Facebook group and parents can comment to express their interest. Andrea to create banner for Facebook group.
* Concern raised that these were bulky items that could take up too much space if unsold. Agreed if stock doesn’t sell within a reasonable time frame will be advertised on WW Mums or donated to charity shops.
* Agreed to collect pre loved Christmas jumpers/tops for a special sale in November. This will start after half term but will mention beforehand so that parents know to keep them aside and not put in the charity bag. Andrea will design banner for this too.
* Agreed donations could be made to Andrea and Seyhan’s houses but collection of sold items to be collected from Seyhan.
* We need to emphasise that no donations can be left at the school office.

**Bags to School**

**Karen to organise**

* Karen has bags from company to distribute but any plastic bag can be used for donations. Asked if anyone would like a stock of bags to give to family and friends. Several members asked for some.
* Suggested we ask class reps to remind parents of this project. Andrea to word whatsapp as all classes have this as a form of communication.
* All donations to be taken to Karen, Andrea, Angela or Seyhan’s houses. Bags are being collected from Karen’s on 10th November, so everything needs to be there that morning at the latest.

**Christmas**

* W/C 14th December (final week of term) will be off curriculum so we can run appropriate events that week.
* Open to suggestions of activities we can do in year group bubbles and without us having to manage them.
* Would like to do grotto for discovery if we can find a way to do within guidelines. Unable to do fun afternoon in Explorers as in previous years, but will try to provide activities that can be done in classrooms i.e. quiz, craft etc.

* Karen has found an online panto which can be shown to the whole school via their whiteboards as unable to attend Churchill/ have panto in Discovery this year. We will also provide popcorn for the children
* Amanda suggested we have a separate meeting after half term specifically for Christmas ideas.

**HDPS cookbook**

* It was suggested that we could create a HDPS cookbook. Janice had an example of one she did when she was at school. It would include pictures and recipes by the children and also parents’ favourite family dinners.
* It was noted we would need to ensure these were families own recipes and not copied from cookbooks so we don’t breach copyright laws.
* Agreed it would not be possible to compile by Christmas but possibly work on as a Mother’s Day present.
* Discussed getting book sponsored by companies and either having a sponsors page in back or allowing adverts throughout book. Mixed feelings on this as concern this would take away from the feel of the project.
* Discussed if we would get this professionally printed or print and compile ourselves. PTA members to research options for later discussion.

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Several members had to leave meeting by this point so was agreed to finish discussions there and make plan for another meeting to complete agenda.

4.10 Silent Auction and Raffles

We cannot see a problem with running a Silent Auction via the Facebook page, with a photograph of each lot being listed, then people can 'bid' in the comments below. Only the person making the the highest bid actually pays, so there is no gambling element to upset Paypal. In order to overcome this problem with running a raffle, Karen has suggested we take payments directly into our bank account, which she can monitor and issue numbers as required. We can then do a live draw over Facebook. Can anyone foresee any problems with either of these? I would like to give both a go in December, when we would usually run a Christmas Auction and Raffle. Of course, we can only do these if we have some prizes. Although asking for donations from our contacts is something we can all be involved in, it would be helpful to have a designated lead on Raffles if we can have a volunteer please? This person won't be responsible for prize gathering on their own, but more to be an overseer, most importantly to ensure the same people/companies aren't approached multi times, and that we have a good assortment of items going into the launch of the auction and raffle. Please do give me a shout if you are interested and would like to discuss it further. I will be starting a new Whatsapp group for us to post who we have approached for prizes and what we have been given, to avoid things being lost in the main group. We could also have a donation day at school, for parents to bring in unwanted items which could be used to make up hampers.

Actions: Allocated Lead person for prizes

Speak to school about how to safely receive donations

4.11 AmazonSmile promotion/ Easyfundraising

Can we all make sure we have signed up with both of these schemes if at all possible, and do what we can to promote them with the parents we know. If the Smile prize-draw boosts numbers significantly, maybe we can do something similar with Easyfundraising after half-term?

Actions: Review the promotion

5. Facebook Page

I will add this to the next agenda as I think it would be useful to review use of this new page, and to make sure we are maximising its potential.

6. Funding Requests

6.1 Minibus

This was added originally as funding had been requested for its MOT, tax and insurance. In the intervening time, however, it has been decided that the minibus is not used enough to justify the annual outlay, and it is going to be sold. This is something for the school to organise, but please do let me know if you have any contacts or experience of selling something like this.

6.2 Coaches for Pantomime 2021

Although a long way away, the school has asked if we would cover this cost as we always have in the past. There is obviously no urgency with this and we can discuss it at a future meeting.

7. Eco Matters

There was nothing urgent to discuss on this matter. It is something that we should bear in mind with all decisions that we make, however, particularly by trying to shop sustainably when we can.

8. Any Other Business

Nobody had asked for anything to be raised here, but I have a couple of things which have come up since the agenda was put together:

8.1 A few people have mentioned, as I've been speaking to PTA members, that it can be tricky to keep up with all of the messages in the Whatsapp group. I more than understand and agree with this, although feel it is the best way of making sure everyone is aware of what is happening. I also worry, however, that it can be easy for things to be missed if you don't read as the messages are coming in. Does anyone have any suggestions to help with this? I was wondering about setting up a separate group for new ideas, as it would then be easier to make sure nothing is missed, and they can be properly discussed at the next meeting. Or will another PTA group push you over the edge?? Let me know!

8.2 It would be really nice to have a 'Meet the PTA' section on our website and Facebook page (and maybe the next newsletter too). This is particularly important at the moment as we don't get to be prominent in the playground, or even to socialise in our year groups. Would you be able to send me a head and shoulders photograph when you have a minute please, together with which year group you have children in.

8.3 Would anyone like to take on responsibility for organising meetings (mainly polling for availability and making sure we can get as many people to them as possible)? I'd like to hear from you if you would be able to help with this.