



Marsh Gibbon CE Primary School PTA
Minutes of the Meeting held via Zoom on Wednesday 23 Sep, 2020

In attendance:

Andy Scott [AS] (Chair)	Claire Scott	Lisa James [LJ]
Paul Alford [PA] (Head)	Karen Barber (Vice-Chair)	Imelda Bamford-Carter
Annie Williams [AW] (Deputy Head)	Hannah Lyon	<i>Liza [Zoom Name]</i>
Nicola Lawrence [NL] (Secretary)	Kelly Cheek [KC]	Olivia Zhony
Sarah-Jane Buckle [SJB]	Vicky (<i>Zoom Name</i>)	<i>Fiona [Zoom Name]</i>
Hannah Roberts	Hannah [<i>Zoom Name</i>]	<i>Trace [Zoom Name]</i>
Tony Wells (Governor)	Louise Mew [LM]	Robert Lawrence [RL]

Apologies:

Adrian Phipps (Treasurer)

1.0 Election of committee roles and class reps

Following a process of nominations and seconding it was agreed that:

5.1 Committee

- Chair: Andy Scott
- Vice Chair: Karen Barber
- Treasurer: Adrian Phipps
- Secretary: Nicola Lawrence

5.2 Class reps

- Butterflies: Lisa James and Hannah Roberts
- Owls: Kelly Cheek and Lorraine De Brun
- Dragons: Lisa James and Imelda Bamford Carter
- Rabbits: Claire Scott and Kelly Cheek
- Hedgehogs: Fiona Adams and Louise Mew
- Foxes: (TBC) Michelle Biggs and Alex Smith
- Eagles: Sarah-Jane Buckle and Ciann Bursnoll

2.0 Chairperson's Report

"The PTA is here to support the school by carrying out activity that can fill a gap in funding availability from local government. This takes many forms of physical and remote interaction such as:

- * Christmas and Summer functions out of school hours*
- * Lottery*
- * Pre-loved clothing re-sale via Merry Go Round*

Many of our activities have taken a hit with Covid and so we have to evaluate and implement other ways of fund raising and socialising. A typical year revenue would achieve ~£6000 intake to the PTA from which we have supported new Smart boards, library refurbishments and literature replenishment, maths and English programs and the technology devices needed in the classroom.

Tonight, our business needs to review what targets we have and what ideas we can implement to achieve a much as possible -with some fun along the way.” – Andy Scott

3.0 Headteacher Report

“First of all, I would like to thank you for all your help and support over the last few months, both in terms of aiding the school and also teaching your child during lockdown. It hasn’t been easy and I am grateful for all you have done.

This is our fourth week back since the summer break and the children have settled in superbly. In order to comply with current guidance, we have had to make a number of adjustments. Rabbit class has relocated to the Pod. This involved installing a wired internet system at a cost of £550 and also purchasing and installing a new smartboard. Hedgehog class has relocated to Trudi’s library. A wired internet system is in the process of being installed after we discovered the current system isn’t effective enough. We have also installed a new door, updated the toilets and relocated a lot of furniture.

These moves took place to improve the pupil to toilet ratio. Having six classes using the one set of toilets wasn’t satisfactory and it also helps us to spread the children around the school site.

Playtimes have changed considerably in order to keep children in their class bubbles. We now effectively have 7 lunchtimes. The children’s time outside at lunchtime has decreased in order for them all to have a play at a sensible time. We have introduced an afternoon play for Key Stage Two to make up the time lost at lunch.

I am extremely grateful to all the staff as they have to cover a lot more duties, including lunchtimes. The current system of children and adults going for a test when they display one of the 3 symptoms associated with COVID-19 has been and will be a challenge for all schools. So far this academic year we have lost 17 days of staff time in school. We have maintained consistency in class as best as we can; however, there may be times in the future when it has a greater impact on school.

Our primary aim, as always, is to focus on children’s learning and wellbeing. This is more important now than ever. In the summer term, we invested in new reading resources at a cost of approximately £3000. This includes a range of high quality reading materials which complement our phonics scheme and also access to online books which will be available to pupils shortly.

As we are not allowed to hold meetings in the school, we have begun online parent workshops and meetings. On Monday evening, Mrs Blane and Mrs Underwood held a phonics workshop for the parents in Butterfly class and on Tuesday Mr Owens held a meeting with the Year 6 parents about the residential trip to Bawdsey Manor in Suffolk. These will be refined and developed as we become more confident at holding them.” – Mr Alford

4.0 Treasurer’s Report

See attachment for latest statement of accounts from treasurer.

Proposed to approve accounts: LJ, seconded by KC, passed unanimously.

5.0 Matters Arising from previous meeting

- School Disco Spring term – LJ was thanked; the event raised £298.43
- Outdoor event day power sockets. ACTION: PA to get quotes– pick up next meeting
- Fund Raising sheet – ACTIONS: LJ to update and arrange for recirculation on ParentMail; SJB to promote on Facebook.

- Eagles PGL Trip Transport Costs; the PTA has previously offset these costs – of approximately £1000 - lessening the cost for Y6 parents by up to £50 per pupil. It had previously been understood that – with annual fundraising income typically in well in excess of £5000, the PTA would continue to offset these costs every year so that – over time – all pupils, during their time at the school, would eventually become beneficiaries. However, with covid restrictions reducing the prospect of extensive fundraising, and the school having additional calls on PTA funds for essential, core educational resources, the question was raised about the sustainability of this arrangement. After lengthy discussion it was agreed that the PTA would – subject to the health of its funds in January, and calls on those funds for essential educational resources – wish to donate an amount to cover a sum up to the cost of the coach travel (£1500). To mitigate against all PTA funds being diverted to this significant expenditure, dedicated fundraising for this £1500 is to be channelled through a GoFundMe page, with donations encouraged. It's also hoped that specific events can be organised to raise the required £1500. ACTION: NL to set up, SJB to assist. Y6 parents invited to contribute and support specific fundraising initiatives in this area.
- Dance costumes - PA confirmed that £200 allocation was used.
- Smartboards x3 @£5000 from PTA of the £6500 total cost - PA confirmed 3 purchased.
- Fundraising - Smarties tubes fundraiser from Spring term was not completed as planned. KC will aim to get the fundraiser restarted and completed in the coming weeks.

6.0 Fund Raising Ideas 2021

The Chair identified that last year's single biggest fundraising event had not gone ahead and that significant fundraising events this year were likely to be jeopardised because of covid restrictions.

At the same time the Deputy Head outlined that the school's need for funds was greater than ever; with significant shortfalls in central funding exacerbated by the pressures placed on the school by the pandemic.

The Deputy Head outlined a number of possible fundraising routes that could support the school with the provision of resources and educational essentials. ACTION: AW to take a closer look at "Rocket Fund" as one possible source of additional fundraising.

The Chair opened the floor to ideas for alternative fundraising in the year to come:

6.1 After hours events to review in light of Covid:

- Xmas Fayre / alternate options:
Virtual raffle / Kids hamper / Chocolate hamper / Wine hamper: ACTION CS + KB
- Summer Event ("Pig Roast"): review in January
- School Disco: review in January
- Merry Go Round used uniform sale: LM is operating this within covid guidelines at her home. ACTION: LM to be promoted on both Facebook and ParentMail. Additionally SJB to encourage Y6 parents to donate clothing in the Spring Term.

6.2 School time events:

- Mufti Days: Late November for PTA funds
- Class enterprise: Postponed because of Covid
- Xmas mini me: CS has initiated and will continue this for late in the Autumn term
- Xmas Baubles: Class reps to assist
- Easter Egg hunt: Volunteer/s needed nearer time

6.3 Online sources of income:

- YSL Lottery push. The Chair identified that despite only a very modest number of school households having registered, this was now raising the PTA up to £1000 annually. He highlighted how much potential there was for growth in this area of fundraising given how many parents were not participating. ACTION: AS to check whether Lorraine de Brun happy to give this several promotional pushes – especially on Facebook – during the course of the terms.

6.4 Other ideas

- Parents Virtual Quiz Night: SJB & Cian Burnsoll to look into
- Family fund raiser: KB (with AW – as part of Rocket Fund) to look into
- Sponsored sports day: Review in January meeting
- Silent Auction: Mark Bangham investigating possibility and potential of this

7.0 Any other business

RL proposed a one off ParentMail that set out the scale of the likely shortfall in PTA fundraising this year, the anticipated increased draw on PTA funds and how much, per family, on average is typically donated to the PTA in a typical year. By setting out 5 easy ways to contribute to PTA coffers. He suggested this would be a chance to introduce some ongoing PTA initiatives that may be familiar to some but not all parents - where there is a risk of assuming that these fundraisers are already known of (e.g. the Lottery, the Amazon WishList, EasyFundraising and the Merry Go Round); the fifth option would be the option of making a straightforward donation. The intention would be for us to keep us a normal income level to support the best endeavours of the school in a very financially challenging year for it. ACTION: RL to draft possible comms, AS to identify the best means of PTA receiving donations from which GiftAid can be recouped.

During the course of the meeting it was noted by a number of attendees that some other parents were not users of Facebook; and that a number of initiatives were tending to be promoted principally through this method.

Meeting closed: Approx 9.45pm.

THE NEXT MEETING WILL BE via Zoom on Wednesday January 27th, 2021.

Meeting ID to be sent out in week prior.

EVERYONE WELCOME