



Fairfield Primary School PTA

Dryden Road, Penarth CF64 2RT
Tel: 029 2070 9035 • Fax: 029 2070 3423



Charity No: 517582

PTA Meeting 12/11/2020

In attendance – Caroline Okaroh (Chair)

- Derek Hamer (Treasurer)
- Mrs Macleod
- Ms Lewis
- Melanie Ford (Secretary)
- Craig Brown
- Mrs Hurlstone

Introductions

Treasurer report:

- o Balance approximately £6000 in the account 2018-19 Major expenditure items:
Technique annual membership (online content has been utilised during Covid-19 restrictions)
- o Taking Flight Theatre company
- o Oxford Owl EBook library subscription
- o 4 sided easy wipe easel for Dosbarth Shakespeare authorised for purchase
- Planters . school had intended to purchase but these have been put on hold . one of the parents works with wood and creates structures . these are designed and wind breaks and to keep separation in the school. One of the parents may be able to assist with this and the PTA to fund
- Charity Commission accounts for 2018/19 period are overdue. Derek has requested the previous treasure submit but it has not been completed. Derek will submit on behalf of previous treasure for this period to avoid charitable status being lost.

Roll over of existing committee members:

- Due to the Covid-19 restrictions to date and lack of events, the school Councillor Meeting asked if the existing committee (4 parents) were willing to roll over for another year. The committee accepted but would welcome any additional parents into the core committee.

Past Fund raising events

- Haven had anything for around 8 months due to restrictions due to Covid-19
- Events at the end of 2019 were the Winter Fair as the major earner and some cake sales

Future planned events

- PTA team got together in relation to what we could do under the current circumstances
- Things that were discussed
 - o **Sponsored treasure hunt**
 - Community event . treasure hunt around Penarth
 - People would sign up and pay a small fee to be sent out a pack which would include, map and clue sheet
 - But people would have to do it separately over the course of a couple of weeks
 - Ms Lewis and Mrs Macleod agreed to this
 - MF and committee to put together a trial and aim to do this over the middle two weeks of December
 - Children to get certificates when confirm that it is complete and photographs could be uploaded to Facebook page etc.



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- **Christmas Raffle**
 - PTA would like to arrange again but with the emphasis on supporting local businesses through a difficult time.
 - Shop local
 - The prize may therefore be a discount in a local store to encourage and support the businesses in this difficult time
 - Main prize . funded but not anticipating the same input as future years (also the fact that the fayre is not taking place means that tickets will all be sold in advance / remotely)
 - Consider having the main prize as something which is not a console - bike . micro scooter
 - Ms Lewis is happy for this . and we will start to advertise this and prepared letters for local business
 - Asking in the weekly newsletter if there is anyone who may be able to donate raffle tickets / help to sell raffle tickets
 - Derek is going to have a look at what would be involved in relation to a cashless/on-line raffle
- **Christmas fayre**
 - This is not going to happen this year
 - Not going to be able to sell the tickets
- **Arts and crafts packs**
 - We usually have Christmas decorating in the school, but this is not going to be possible
 - Many parents will be looking for activities to do with children over the Christmas holidays, which could be purchased for a small fee
 - Perhaps a decoration, some colouring pages / activity sheets etc.
 - Committee to review how to make as cash free as possible but the packs could all be prepared well in advance to ensure that everything is Covid compliant and the children put money in a box and take a pack and the money left for a week to ensure safe to collect and handle
 - Consider whether this could be set out as a fundraising page and Derek to review as to logistics of this
- **Calendars**
 - Teachers are going to arrange this and deal with the payment etc.
 - If photos are taken we can put them on the Facebook page, and promote them.
- **Secret Santa**
 - This is very popular with the children and wanted to consider whether there is any way that this could be arranged through the school
 - Going to be more difficult but if it is kept on a class by class basis then it would be possible
 - We could arrange for children to send in gifts and then the teachers could arrange for children to purchase gifts when they have the money
 - Would need to consider the collection of gifts and making sure that Covid rules were followed and usually the committee purchase additional gifts if things are running low.
 - We would have to arrange for the gifts to come in and stay in the class
 - Going to have to look at how this will work in terms of money etc.
- **Others**
 - Mrs McCloud raised the possibility of Amazon smile
 - This is a way for the school to receive a donation through online purchases



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- Another option is easy funding raising.org.uk
- PTA will have a look into this as ideally would want to set this up before the Christmas rush for presents
- **Christmas Virtual fair**
 - This was suggested by a member
 - The committee had looked into this but were struggling to find time to arrange and where to start with this. The committee all agree provisionally to this but would need assistance from other parents to assist.
 - Going to send out in the newsletter a request to see if there are any other parents who are happy to support and assist with this but we would need someone to help us to set this up
- **Lottery**
 - Committee would like to get this up and running again and thought to do this as a birthday lottery
 - People would pay a set sum £1-£2 for a date per month with a monthly draw, depending on the number of tickets sold would decide the prize sums
 - Again we would need to look into the logistics of arranging cashless ways to pay
 - Derek is going to have a look at getting the bank account sorted to take on line payments and look to start in January
- **Clothes bank**
 - This will be something for the new year
 - Could be arrange around the school . discuss in more detail in the new year
- **Parent representative for Sustrans – Road Safety Project.**
 - This is about monitoring the cars on the road outside of the school
 - Ideally Ms Lewis would like some parent representatives part of the meeting as we go along
 - Ongoing development and would like to have a PTA member
 - Someone else in relation to the safety and traffic outside of the school
 - Not significant time commitments . would involve attendance at a couple of meetings
 - Members to go see if there is anyone who would like to be part of this.
- **AOB**
 - **PTA subscribe to a Zoom licence**
 - At the moment meetings last for 40 minutes before being cut off and everyone had to re-join
 - This has worked ok in the meeting today and everyone was able to re-join but there were less than 9 people
 - It is going to be more problematic if we were to organise a quiz etc. in the New Year.
 - Agreed to put on hold until we do look at organising a large online event and we can review the situation then
 - £11.99 per month but unclear whether you can purchase on a month by month basis and so the committee will look into this in more detail. Ms Lewis agreed to this in principle.
 - **Oxford Reading Owls**
 - Ms Lewis thanked the PTA for agreeing to fund the Oxford Owls
 - This is good for phonics etc.
 - **Additional PTA members**



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- At the moment there are 4 key members of the PTA but it would be nice to welcome some new members and to grow the core PTA committee in order to support more activities.
 - We haven't been able to have the initial meeting for new parents that would usually take place and so we are going to send out a newsletter
 - This will be done by email and on the Facebook page but would like to send a hard copy out to the reception and nursery children
 - Agreed that this could be sent out to the school who would print out and put in the homework bags.
- **Tree planting**
 - This is something we would like to arrange in the new year if we can get this organised
 - Derek is going to get information together and see we can get this morning
 - **General grants**
 - There are grants out there but hard to know what to apply for
 - PTA have not done grants previously . there are options available, but they are sometime onerous
 - Derek is going to do some research to see if there is anything that we can apply for which may provide assistance