

May 6th 2020 – Parents Association meeting via Zoom

Host: Susie Boiteux-Buchanan - Chair

Minutes by: Bryanne Swain

Attendees

School Staff: Mrs Debbie Mitchelmore. Miss Laura Jesson, Mrs Aly O'Neill, Mrs Kate Columb

Committee: Susie Boiteux-Buchanan, Andy Knox, Lindsey Neil, Alexa Robson, Becky McGlone, Bryanne Swain, Lizzie Tingay, Lucy Brown, Petra Cook

Parents: Mathew Rust

Zoom – Ask Mrs M to record meeting / Please stay on mute unless talking / Introductions

Apologies

Mrs Bates, Francesca Gagliardi, Lori Lewis, Gemma Joslyn-Walker, Laura Tunstall, Natalie Barford, Tessa Knox, Vicky Miller

Treasurer Report – attached – Andy ran through

- Andy discussed the losses from cancelled events and explained that the alcohol license from the postponed pamper evening cannot be refunded. However, there is still stock of certain items, mainly alcohol ready for future events.
- Discussion of badges for badge machine in the shed as bought by PA but school can be given as requested as a donation.
- The contributions to school were less than original quotes therefore less money spent 😊 Total of £11934.03 spent on many resources and necessary items. See itemised report below.
- Gardening (Kate has a few items to claim for) and music contributions have been approved but not yet spent due to current school closures.
- Closing balance available £4678.37, stock that has been counted is £247.14 but more that has not been. This will be documented when we can gain access to the school again.
- Last few events have been paid 100% via parent pay which is a positive move away from cash payments.

Recap of Past Events

- Pamper Evening (Postponed) – do we put a new date in or wait for now – it was agreed that we wait until to know more about Covid situation.
- Quiz Night (May 1st) Cancelled/never organised – could we do a Zoom family quiz/ bingo – find a volunteer to take planning on and organise – maybe do a poll to find out who would be up for joining in and donations paid for via parent pay. MR informed us that can have up to 100 people on zoom using a private account. Discussion of other IT platforms such as Instagram and cohort.

Future Planning – Assumption all planned events cancelled for Summer term? Yes

- Summer Fair - cancelled
- St Giles Fair – assumed cancelled check with church
- Carnival – notification of cancellation of Edlesborough and Eaton Bray received
- End of term disco – cancelled / could we do an alternate online event to mark leavers? Discussions of scavenger hunts, music, party via zoom?

2020 September onwards – discuss at next meeting once more information

Future Fund Raising Ideas

Fund Raising Sites: Amazon Smile, Give as you live, Stampastic –details of how to and specific things that earn more money will be compiled and SBB will add to Facebook page and send to school who will send out to parents via Arber

Becky – offer to look into other ways of fund raising

Susie – will look into Co-Op again

Facebook – Page and closed group set up – showed meeting – link to page:

https://www.facebook.com/TotternhoeCEAParentsA/?modal=admin_todo_tour

- Send out details via school to parents – keeps advertising up to date and spreads word. They follow all rules and guidelines specified by Mrs Bates and no comments or people are added without being approved by SBB to group

September 2020 – AGM set date for meeting at next meeting

- Arrange for forms to be sent to all parents including new parents' of 2020 intake, these to be updated with new social media aspects by SBB. These will be sent out via email by Gemma C, ask that she can send it out to new info as these will be going out very soon.
- The AGM letter will need to be sent out with the information and expectations of the PA roles so that people can elect new officers if anyone is willing to take part or take on these. Roles up for re-election Chair, Secretary, Treasurer and Vice-Chair.

AOB

- DM asked on behalf of school how will we recoup missing funds from such a busy time in the year. School will be setting projects over next few weeks due to the fact children will be missing out on RE week and Arts week. The plan is to keep items made during this next period of time to celebrate the end of this closure. The plan is to have an exhibition of all the home schooling and have refreshments tea party inviting parents and community. This event will depend on social distancing but PA happy to support in any way we can when this is planned.

- Suggestion regarding Christmas Fair – make it an extravaganza, could we incorporate Pampering with this and make it more of a money earner.
- Petra requested more weed killer for three more treatments of Wonder Wood area, this was agreed but must follow the lone worker policy and not attend school until these procedures are checked and clarified via Mrs Bates. There was discussion of more bark being required in the area, quote to be found from previous. – Petra leading this
- Lucy has paint for sheds, paintbrushes are in sheds. A timetable will be created for the sheds to be painted at specific times and social distancing to be adhered to. Again, the lone worker policy must be applied. – Lucy leading this and Susie will assist with paperwork, Lucy to get in touch with Laura (School Site Agent)
- Mrs O'Neill informed about Laura the new site agent has re painted lots of the wooden items around school and has been busy with new projects for when the children return. She was keen to share her thanks from all the teacher as she is grateful for the contribution's parents are making to home learning and is so pleased how well the online teaching has gone, so many parents going over and above.
- SBB suggested a parent forum via zoom as so many PA members were showing how grateful they were and so pleased to share that many other schools are not providing as much work or support. Mrs Mitchelmore said this may be possible and would discuss with Mrs Bates, she also said a thank you, as although very hard she is pleased with all the feedback and work that is going on.
- PC asked about white lines outside school. Was discussed that just marks the edge of highway but pleased painting has been done, especially a new slow sign painted on the road and the railings have now been painted yellow.
- Lindsey suggested a plan of sponsorship event to raise funds to be sent to school during the time we are missing valuable funds. This was agreed and will be sent out ASAP the combination of sponsorship will be a challenge to raise as much as you can in whichever way you feel. It may be during exercise or jumps on trampoline etc– SBB to create form Andy to contact Natalie as to set up parent pay for the fundraising – Andy looking into Facebook funding – Lissette suggested PayPal fundraising.
- Lissette will be offering doorstep photographs for school parents near the village. Kate offered to do Dunstable end to support. Awareness of parents who live towards Leighton Buzzard as well. Lissette happy to travel by car but not too far. Picture slots will be 5/10mins and offered at a distance for everyone's safety. A form/flyer will be forwarded to SBB to add to the sponsorship to create a combined fundraiser.

Next Meeting Date

Wednesday 10th June - 8pm set up via Zoom – BS to create and forward invite to PA email

Totternhoe CE Academy Parents' Association



Treasurer report 6th May 2020

Activity since Sept 2019

Funds raised from events		19/20	18/19	Notes
5-Oct-19	Football Festival	£556.88	£244.37	
9-Oct-19	Film Night Oct	£303.62	£160.60	
29-Oct-19	Pumpkin Disco	£231.16	£137.77	
1-Nov-19	Xmas Cards	£233.04	£378.30	
23-Nov-19	Xmas Fair	£2,168.37	£2,090.05	
2-Dec-19	Xmas Gift Stall	£304.95	£317.43	
10-Dec-19	Nativity	£121.70	£109.56	
13-Dec-19	Santa Collection	£244.60	£207.77	
13-Feb-20	Film Night Feb	£266.80	£227.65	
18-Mar-20	Mothers Day Gift Stall	£167.79	£148.96	
20-Mar-20	Pamper Evening	-£21.00	£117.31	Cancelled - COVID19
Total		£4,577.91	£4,139.77	

School Contributions made

12-Nov-19	TT Rockstars App	£131.95
12-Nov-19	Poetry Workshop for Years R-4	£360.00
12-Nov-19	Charanga Music & 20 Glockenspiels	£600.00
15-Jan-20	Visualisers	£119.70
15-Jan-20	EYFS Recourses (Building set etc.)	£148.03
15-Jan-20	Arena Theatre Tour (Selfish Giant)	£310.00
15-Jan-20	Cosy Sheds for Preschool	£1,431.49
15-Jan-20	RWI Books	£185.50
15-Jan-20	My Book Blog	£120.00
20-Jan-20	Badges for badge machine	£10.00
27-Feb-20	Badges for badge machine	£10.00
22-Apr-20	5 x Tables, 22 x Chairs & 2 x Shoe Boxes	£1,655.00
22-Apr-20	2 x Touchscreens	£3,700.00
22-Apr-20	3 x Laptops	£752.36
22-Apr-20	9 Post Protectors for Cherry/Holly Playground	£400.00
22-Apr-20	Cornerstone Curriculum Planner	£1,900.00
22-Apr-20	Desk for Cherry classroom	£100.00
Total		£11,934.03

School Contributions approved

19-20	Gardening Club Fund	£60.00
19-20	Music contribution for 20/21	£400.00
Total		£460.00

Overheads

21-Jan-20	Annual gambling licence - paid	-£20.00
7-Jun-20	Parentkind annual insurance - pending	-£115.00
Total		-£135.00

Closing Balances

Closing Bank Balance	£5,158.37
Refunds Due for Pamper Stalls	-£20.00
Outstanding Expenses	£0.00
Pending contributions	-£460.00
Funds available	£4,678.37

Stock in hand **£247.14**

Drinks, Food & Badges

Analysis

Event	Income	Expenditure	Profit	Margin
Football Festival	£744.10	£187.22	£556.88	75%
Film Night Oct	£407.11	£103.49	£303.62	75%
Pumpkin Disco	£478.91	£247.75	£231.16	48%
Xmas Cards	£976.74	£743.70	£233.04	24%
Xmas Fair	£2,457.30	£288.93	£2,168.37	88%
Xmas Gift Stall	£557.39	£252.44	£304.95	55%
Nativity	£125.70	£4.00	£121.70	97%
Santa Collection	£244.60	£0.00	£244.60	100%
Film Night Feb	£347.06	£80.26	£266.80	77%
Mothers Day Gift Stall	£315.29	£147.50	£167.79	53%
Pamper Evening	£0.00	£21.00	-£21.00	
			£4,577.91	

Event	Cash	Cheque	Online
Film Night Oct	34%	1%	65%
Pumpkin Disco	38%	2%	60%
Xmas Cards	71%	29%	
Xmas Gift Stall	6%		94%
Film Night Feb			100%
Mothers Day Gift Stall			100%