

Date – 3rd October 2023

Time 7 - 9pm

St. Joseph's School Hall

Attendees:

Emma Shepphard
Sammy Guest Fisher
Gerry Butland
Millie Ng
Anson Tiu
Rachel Mougeot
Hannah Mougeot
Frances Gale
Imogen White
Caroline Petch
Inma Taylor
Marta Martin
Megan Horgan
Faye Allen
Sarah Parker
Claire Winward
Greg Bath
Louise Cranney
Susie Cranney
Tom Osman
Aishwarya Srinivasan
Thillai Venkalesh
Carys Woolley (minutes)
Natalie King
Kirsty Wall

Attendees all introduced themselves.

Frances gave an intro to the PTFA – the parents and carers group who raise money to provide the children with money to buy the extra luxuries that the school doesn't provide. She has got memories and friendships from being involved with the PTFA.

We benefit from contributions from local businesses connected with the school and the skills of the parents of the school.

PTFA nominated positions:

Frances and Claire continue as joint chairs

Nick Bacon continues as treasurer – but will leave at the end of this year after 10 years in the role – Rachel Mougeot to take over and hand over throughout the year

Carys Woolley to continue as secretary

The role of class rep is key – we like to have 2 per year. Reps help to communicate to all parents. One what's app group or facebook group would be unmanageable so it helps to trickle information down to all parents by year group. They feed information to the parents and get feedback from the parents. They also organise their year's volunteers for events and sell raffle tickets to their year when needed.

Class reps:

Year 6 – Frances and Faye

Year 5 – Millie and Tan

Year 4 – Natalie and Clare Reeson

Year 3 – Marta and Megan

Year 2 – Sammy and Carys

Year 1 – Caroline and Ali

Reception – Susie, Louise and Inma

Pre-School – Jen Rose

Re-cap of events from last year:

Cake of the week – 1 family either sponsor (£20), make or source a cake each week – this is raffled off for £1 a ticket – drawn in assembly. The family that sponsor get a free raffle ticket each week for the term they have sponsored in. Cake suppliers include Heaven on the Hill, Daley Bakes, Butchers Block/Bakehouse, The Big Kitchen. This makes an average of about £1000 each year.

Bags2School – this is a second hand clothes collection where families donate second hand clothes, sheets etc. in bags and drop them off at school to be collected. The company weighs and collects them and give us money per kg. This makes about £600 a year and is an easy fundraiser. During COVID one collection alone made £600 because people had time to sort out their houses and people advertised it to the wider community so lots of people donated.

Hampers – A few times a year we put a festive hamper in each classroom – this is filled with donations from parents in that year, then raffled off. They are themed hampers e.g. rainbow – fill with items of one colour, Christmas, Spring. This makes around £400-500 each time.

Christmas –

Fayre – last year we did it after school on a Friday and it made £800. Previous years it was run by the church but they longer wanted to run it so it was handed over to the PTFA. We have fundraising things like tombola, lucky dip, santa's grotto, gingerbread house raffle, toy sale and festive atmosphere with a band playing

School disco – this is not a fundraiser, it is for the children and is split into 2 parts – Key Stage 1 first then Key Stage 2 later in the evening. The children love it. This year it will be the first Friday in December. We will use parentpay for payments and consents to avoid the admin nightmare that we had last year.

Nativity and carol concert – we provide refreshments for these events – mulled wine, hot choc and minced pies. Request that parents who don't have children performing volunteer to help for these events to allow parents to relax and enjoy their children's performance. Please keep the dates free even if your child is not involved if you can.

Wreath Making – adult only event held in the school hall with refreshments along with a wreath making workshop. May have a break from this for a couple of years as people have done it a few times and it's a bit repetitive.

Quiz – held at the school hall – this is put together by Mr Bath – this year will be on the 13th October and will be in the style of "it's a runaround".

Christmas Cards – children produce a piece of art which is turned into a Christmas card which you can order online in plenty of time for Christmas. Company is DandyArthouse and they will also turn your child's art into other gifts like Christmas decorations, coasters, mouse mats etc. They also keep your child's image for 6 years so that in the final year of primary school you can get all the artwork put together onto gifts.

Tea Towels – every few years we get tea-towels made with drawings of the children's faces from the whole school (208 currently) that you can buy as a memento of their time in the school.

PTFA donations:

The PTFA have provided money to buy all sorts of things over the years, examples include:

The new sand pit in the playground, picnic benches, climbing wall, ukuleles, IT equipment and a kitchen in Gens Room. Mr Bath said that he believes a big spend is more beneficial to the children as it's more meaningful and carefully thought out than small amounts that could be flitted away.

As there is quite a lot in the bank at the moment we should start to think about what big items we might want to donate this year. We also want the children and families who have spent the last few years building the pot up from nothing to what it is now to benefit from this.

The treasurers report for the year 2022-2023 was shared and discussed.

There are still payments to be made to the school so the current balance isn't all available for spend. We also like to keep £5000 in the bank as a minimum to allow for emergencies and cash flow for events.

All decisions on spend go to a majority vote.

Sarah Parker asked what "Other Expenses" are – Frances to find out from Nick.

Another big money maker is the second hand school uniform sales that Alecto currently runs. She is looking for help so volunteers welcome – Imogen and Emma volunteered to support Alecto this year.

Mr Bath said that some of the classrooms need decorating and suggested that the PTFA could help by organising a working party of volunteers from school who have painting and

decorating skills to do this across a couple of weekends. This would save the school a large amount of money to not have to get this done externally and would make a big difference to the teachers. He will also ask the teachers if they have wish list that can be shared with the PTFA to review and get ideas for donations from.

Sarah Parker suggested the teachers could have a wish tree for items that would support them in their upcoming teaching plans e.g. cooking items.

The rule for spend is that as many children as possible will benefit from the donation to make things fair.

Mr Bath asked class reps to spread the word to their years that 2 carers can have a log into parentpay and therefore receive the school communication emails. This can help spread the word about events etc. further.

Tuck Shop:

This year we would like to have a tuck shop team which takes control of the monthly tuck shop sales. We sell sweets and ice lollies in the summer. The PTFA bought a new freezer next year to help with this. The plan is for the tuck shop team to source and buy the sweets/ice lollies and keep on top of stock levels and arrange for the volunteers to do the sale on the last Friday of every month (they don't have to be the volunteers running the stall each time). Inma and Imogen volunteered to join the team, 2 more volunteers needed. Hancock's sweet shop in Avonmouth was discussed – they were used for the summer fayre and were the cheapest supplier we could find. Imogen also said Costco is very cheap. Inma and Imogen to investigate prices and make a plan.

New families to the school are given a welcome pack which mentions the standing order that families can set up to support the PTFA. PTFA to send out a reminder in the next newsletter about this as a lot of families don't remember it exists.

Frances would really like to do a cultural food festival this year where families make food from different countries and people buy tickets to enter the festival.

Mr Bath said the children are very very keen to have a St. Joe's Got Talent show this year.

Mr Bath said a huge thank you on behalf of the school to the PTFA for everything we do. We create the fun social part of school life and it is extremely valued.