

St Mary's Hampton CE Primary School, Hampton PTFA
Minutes of the meeting of the Trustees held on via Zoom Video Conference
on Thursday, 15 October 2020 at 8.30p.m.

Present: Mrs Sarah Taylor Murrell (Chair)
Mrs Victoria Hale (Secretary)
Mrs Terri Goodwin
Mrs Hannah Mitchell

In attendance: Fiona Quake
Ruth McCann
Jenny Yiend
Clare Gold Taylor
Anouska Clark
Michelle Hooper
Jennifer Walker
Brian Hurst
Liz Weiss

Action

1. Introduction

The Chair noted that a quorum was present, welcomed all to the meeting and accordingly declared the meeting duly convened and constituted.

2. Minutes of the Previous Meeting

The minutes of the previous meeting held on 9 March 2020 were approved.

3. Fundraising for the Academic year 2020/2021

It was noted that historically the PTFA had raised between £15,000 and £16,000 per academic year. Due to the pandemic and the subsequent closure of the school during lockdown the PTFA had been unable to hold fundraising events which had resulted in minimal funds raised over the past 7 months.

The meeting discussed ways in which they could raise money while adhering to government restrictions in these unprecedented times.

Adhoc fundraising

The Chair reported that the school's participation in the Bag2School scheme had raised £159 and that the circus had been postponed to 29 September 2021. The idea of raffling class Christmas hampers was discussed, but due the number of other fundraising activities being undertaken in December it was thought best to undertake a Valentines hamper early next year.

Despite the Country being in lockdown during March 2020, the materials for the Mother's Day activity had been purchased and funds paid by parents for their children to participate. Following due and careful consideration it was agreed that the PTFA would approach the school to run a Mother's Day art activity using the materials that had already been purchased. In light of the £1,000 donation that had been made towards year six's leaving books and hoodies it was felt the parents whose children had now left would be content to donate their materials to the new Reception Class children.

In order to raise awareness with parents of the simple ways of raising funds through Your School Lottery and Easy Fundraising it was agreed that Terri Goodwin would post some information via social media. The Secretary undertook to research the benefits of registering with Amazon Prime's version of easy fundraising.

It was further agreed that in order to encourage parents to raise funds and raise awareness of the work undertaken by the PTFA and volunteers, the recent items funded by the PTFA together with future fund raising targets would be published.

PTFA

**TG/
Sec**

Christmas Fundraising

Sharon Tattam had very kindly agreed to co-ordinate this year's Christmas tree sales, it was noted that a minimum of 20 trees would need to be ordered by the end of November 2020. Information would be circulated to parents via pupils' book bags in the coming week.

The meeting discussed the logistics of the Christmas raffle and it was noted that prizes would be sought in the coming weeks. As the School would be unable to sell tickets publicly, £25 worth of tickets would be sent home in book bags for parents to sell to friends and family.

Ruth McCann reported that the School had agreed to run the Christmas cards as an art project. Once the cards had been processed an order form would be distributed to parents for purchase. She went on to confirm that instead of running a workshop, this year's Christmas Wreaths would (depending on interest) be made to order.

The Chair undertook to discuss the annual Christmas Jumper day with Mr White. It was agreed that a 'Christmas Jumper Sale' could be held after school adhering to social distancing guidelines.

Chair

It was noted that the need to include the correct references on all Christmas payments would be highlighted to parents.

The meeting discussed the collection and purchase of teachers, teaching assistant and key staff Christmas presents, it was noted that in preparation the Chair would obtain a list of all staff from the School office.

Chair

4. Future Events

It was agreed that a virtual PTFA quiz night would be arranged in the coming year.

5. Appointment of a New Trustee

The Chair proposed that Liz Weiss be appointed as a Trustee a motion which was seconded by Terri Goodwin.

Following due and careful consideration it was resolved that Liz Weiss be appointed as a Trustee with immediate effect and that any one Trustee complete the necessary appointment forms and add Liz as a signatory of the Trustee bank account.

It was further resolved that:

Sarah Taylor Murrell would remain as Chair in a reduced capacity (until a replacement is found)

Victoria Hale stood down as Treasurer and was appointed as Secretary

Terri Goodwin stood down as Secretary

Hannah Mitchell had stood down as Vice Chair earlier in the year and this position is open

Liz Weiss was appointed as Treasurer

The Chair placed on record her appreciation for all the hard work that Terri had undertaken in her role as Secretary. It was noted that the relevant role handovers would be completed in due course.

6. Future Fundraising

The school playground was identified as potential area that could benefit from funding. Ideas discussed included additional play items for the class play boxes, painted games, a new climbing frame and specialist safety flooring under the existing climbing frame.

7. Any Other Business

There being no further business the meeting was closed.