

FAIRFIELD PRIMARY PTA MINUTES – 11th November 2020

In attendance

Holly Woodhead (Chair), Linda Wood (Vice Chair), Becca Dunlop (Communications), Kay Pitchford (Bidwriter), Geoff Downie (Treasurer), Becky Tibbs (Secretary), Ilke Whitehorn, Rob Barton, Clint Stamper, Jane Goode, Jordan Gale, Jo Pickavance, Hannah Richards, Chamaida Cabrera Pena (left part way through), Ibrahim Koc (left part way through)

Apologies

Jaimie Clegg , Danette Bostock, Emma Clark, Rachel Griffiths

Item	Action
Actions from last meeting	
KS1 Water wall – Rob confirmed this had been ordered. A photo and details would be publicised once it had been received and installed. Jordan to confirm the price. Clint confirmed he was working on the materials to provide an additional feature through his employer.	RB, JG
Kay, Holly and Erin to meet next week to discuss funding requirements and prepare a funding plan for the next meeting.	KP, HW, ES
<p>1. Event proposal form This would enable any parent to propose an event with the details of their idea. The form included the logistics, budget required, communications, financial support, fundraising target and how success would be measured. This would provide an event lead to take responsibility with support from the PTA where requested.</p> <p>Footsteps for Fairfield – Holly gave an overview of the proposed event.</p> <p>The event proposals would form a planned calendar of events for the year, in addition to events normally organised by the PTA such as the Christmas Fayre. This would also provide the projected fundraising target for the year. Becca to include the event proposal form in the newsletter.</p>	BD
<p>2. Funding proposal form This would help plan funding requirements for the year across the school, including the funding target and prioritisation of requests. Rob to collate requests from teachers and report back to the next meeting. Kay asked for early notification of the requests so she could identify which would be suitable for grant funding applications.</p>	RB
<p>3. Changing the PTA's name – Friends of Fairfield Holly proposed changing the name to help raise the profile and engage the community. The new logo incorporated the school's colours and logo design, helping to strengthen the brand and recognition. The body would still legally be known as Fairfield PTA, however, Friends of Fairfield would be used for marketing purposes. The change was agreed by the PTA. Becca to include details of the name change in the newsletter. Rob/Jordan to update details on PTA page of Fairfield website.</p>	BD, RB/JG

Item	Action
<p>4. Accelerated Reader update Rob thanked everyone for their support and reported that good progress had been made with the help of teachers and parent volunteers. Rob to make a request via the Parents Facebook page for help with labelling the remaining books.</p>	<p>RB</p>
<p>5. Autumn art competition update Early years prizes had arrived at school, prizes for Years 2-6 had yet to be delivered by the supplier. Rob reported winners would be announced on Friday during the virtual assembly. Nursery would complete a separate piece of work as they had not been involved in the competition. Rob to provide artwork picture and details of winners to Becca to be included in the newsletter.</p> <p>Rob to send Halloween picture to Becca to be included in the newsletter. Geoff to confirm the amount raised from the Halloween dress-up day to Becca.</p>	<p>RB, BD</p> <p>RB, BD, GD</p>
<p>6. Reducing the number of PTA meetings Becky suggested reducing to one meeting per half term, this would equal 6 meetings per year. The change was agreed by the PTA. Holly and Becky to schedule meetings for the remainder of the year and provide details to Becca to include in the newsletter.</p>	<p>HW, BT, BD</p>
<p>7. Any Other Business</p> <p>Amazon Smile Kay reported we could receive 0.5% of net purchases (minus VAT, postage and packing costs). It was free for us to register; an email address, bank details and bank statement were needed to complete enrolment. Geoff to liaise with Kay to set up the account. Becca to include in the newsletter if set up in time and Rob to promote on Class Dojo/PTA page on Fairfield website.</p> <p>Swap Shop Facebook page Jane had set up a page, she stated that anything offered would be free, but people could donate to the PTA through Facebook (who made no charges for charities). We would need to make it easy for people to request items and screen member requests to ensure they were linked to the school. Rob thanked Linda for her work sorting out items, these needed to be distributed as they were stacked in the admin offices. Becca and Jane to discuss setting the page up as a group linked to the PTA for Parents Facebook page. Becca to contact Cockermouth School PTA representative to determine if their school uniform could be included.</p>	<p>KP, GD, BD, RB</p> <p>BD, JG</p>
<p>8. Date of next meeting – to be confirmed</p>	<p>HW, BT</p>