

FAIRFIELD PRIMARY PTA MINUTES – 16th July 2020

In attendance

Jaimie Clegg (Chair), Linda Wood (Vice Chair KS1), Terri Tassiker-Tunstall (Treasurer), Becca Dunlop (Communications), Rob Barton, Clint Stamper, Ilke Whitehorn, Becky Tibbs (Secretary)

Apologies

Geoff Downie, Rachel Griffiths (Treasurer), Chris Steele, Bronx Rigby

1. Round up from this year

• Events

We held a number of successful events this year despite the restrictions later on. Rob confirmed that staff have no capacity to support events at the moment. Due to the restrictions and feedback from parents about the return in September, school does not want to hold events at present. A review of last years events and suggestions for next year were discussed:

- Orienteering – This was a popular event, it could be transferred to Spring/Summer.
- Halloween dress-up and pumpkin carving - This could still happen with dress up in school and photos of pumpkins carved at home. We could also think about holding mini Halloween parties within the classroom.
- Bakeoff and Christmas fayre – Await guidance nearer the time.
- Cauliflower cards – Linda had already booked this, the aim is to complete this before half term
- Christmas disco – We have previously agreed not to hold this again as school is so busy at this time of year.
- Valentines disco – Await guidance nearer the time.

Other suggestions for September were discussed to help welcome pupils back and engage with new parents. Ideas included competitions for colouring, comic drawing, what's your best summer memory, Halloween. Entries could be submitted via photo and the results could be used in a half term newsletter (October). The details could be confirmed at our September meeting - all ideas are welcome.

Second-hand uniform - Becca suggested holding a sale/event on the Reception settling in day (25th August). We could ask for donations to be dropped off beforehand in bags at school. **Rob to check how this could be done and communicated to parents.** Clint suggested having a clothing bank/bin that parents could put uniform into at any time (possibly located by the shed).

• Finances

Our current balance is £5250, this includes recent payments for the shed, autograph books, pens and prizes for Year 6. **Rob to check if £300 needed for KS1 music area/grass payment.** We had previously agreed to fund the accelerated reading scheme with a payment of £3,000 this year and £5,000 next year. Rob was working out the payment details and would wait until September before the school begins any training/commitment to the scheme.

• Communications

We produced 2 newsletters during the year and received great feedback on them. **Becca to write a final note to thank parents for their support. This would be**

put on the Facebook Organisers and Parents pages, Dojo and school website PTA page.

- **Annual report and accounts** – These would be reported at the AGM.

- **Fundraising**

We need specific fundraising aims so we can target applications effectively. Rob reported that computers/technology would be the next project to ensure school has the right ICT equipment. We could also still consider a bid to Metalwork for a sculpture or metalwork, this could be linked to a design competition for pupils if we were successful at securing this.

2. **Ideas for September event** - covered under previous item.

3. **PTA team positions for next school year**

Michelle McGibbon had stood down as Key Stage 2 Vice Chair. PTA positions would be elected at the AGM, everyone is welcome to put themselves forward for the positions.

4. **Survey to be sent out to PTA organisers**

This was to obtain feedback on engagement with the PTA (time/day/location of meetings, support and participation of events). **Jaimie to create and send out a survey to the PTA Organisers Facebook Group and other members not on Facebook. This could be sent to all parents after the September meeting depending on levels of engagement.** Becca commented that we could use other platforms to send notifications/emails outside of Facebook.

5. **AOB**

- Meeting place for next meetings due to Covid 19 – agreed to use Google Meet to meet online.
- Shed – Thanks to Terri who had sorted out the shed and would be adding shelves over the summer. Terri and KS2 reception have the keys. We would need an audit of what equipment we need to restock when we resume our events.
- Mrs Sutton leaving gift and presentation date – **Jaimie to present to Mrs Sutton and photos for our next newsletter. Jaimie to ask parents (on the PTA for Parents Facebook page) to email messages for Mrs Sutton if they would like them to be included with her gift.**
- Accelerated reading and protocol for school access PTA funds – Jaimie suggested the agreed protocol for accessing PTA funds should be to send an email with details of the request to ptachair@fairfieldprimary.co.uk. This could then be discussed at the PTA meeting and a response provided. This would ensure a consistent approach to considering requests.
- Advertising the October AGM - ensure we advertise with required notice.
- Name tags stickers for clothing – the school could receive 20% from name stickers purchases. Jaimie had set this up so it could be promoted to parents at the relevant time.

6. **Date of next meeting – Wednesday 9th September.**