*minutes*

Charmouth School PTFA EGM

Weds 4th November 2020, 8.30pm via Zoom

**Attendees: Janna McDonald (Chair), Vicky Whatmore, Nic Rutterford (Secretary), Mrs Laura Cornish (Headteacher), Jack Turner, Holly Flux, Belinda Farmer, Tanya Murray**

1. **Apologies: James Lathey (Treasurer), Lynsey Wilcox.**
2. **Welcome**

**Janna opened the meeting and welcomed everyone to the EGM and thanked everyone for joining. Saying the meeting was required due to the new constitution which needs to be agreed.**

1. **Approval of minutes from AGM (30/09/2020)**

**The meeting minutes were unanimously agreed.**

1. **Treasurer update**

**See James’ report.**

* **Non school uniform money to be counted.**
* **Teresa wishes to be removed from banking and trustees etc. James and Janna have set up online banking to make it easier to manage the finances.**
* **Christmas cards – there were a few problems with people not choosing the pay friends and family option which cost us £3.28 in fees, however we gained £102 in commission.**

1. **New constitution details**

* **We need to regularly update/ check and agree the PTFA constitution by which our code of conduct and regulations are determined. Since 2011 there have been very few changes. We are still registered as PTFA so we can still have friends and community members involved.**
* **Jack asked what this meeting/ PTFA etc is all about. We explained that it is set up to support the school, raise money for things the school can’t afford and provide the school with a few extra things/events that makes school more enjoyable. Mrs Cornish said the PTFA also helps to involve parents in the school community. This raised an important point that not everyone understands what we do/are etc. Vicky offered to create an information poster to promote and explain the function of the PTFA.**
* **The Parent kind constitution is the one we follow, it is who we use for insurance get advice from etc, should be used to keep every consistent etc.**

**This was unanimously agreed and the constitution adopted.**

* **Mrs Cornish to witness signing by Janna so we have a senior school staff members and a parents signature on the document. All agreed. It will be noted where copies are held. PTFA Chairs folder and in school. We are following gov advice for covid19 regulations as there is no other advice out there to follow.**

1. **Wish list update**

**See Mrs Cornishes notes / wish list.**

* **2 parts –annual normal (such as curriculum books) and if/when we can.**
* **Panto still going ahead in a socially distanced way. Three performances for the three bubbles. These covid19 compliant measures do however drive up the cost to - £ 1318.80. This year the panto is The Wizard of oz. With this increased cost we are hoping that the performers can adapt the show to make it more age appropriate for each bubble, i.e. a shorter performance for the early years bubble.**
* **Hoping to still get the science institution event to happen at school and within the community when it is safe and cost effective to do so. If the panto if cant attend on date set they will postpone the show until it’s safe to perform.**
* **Electronic devices – some so old that they can’t be updated anymore. The schools is starting to explore the different options. There is a need to provide enough devises for each class to use, keeping in mid the cleaning of all the devices between bubbles. The school also headphones for devices to help with concentration levels and noise reduction. Vicky pointed out that with many devises now not having headphone ports we need to check the devises before purchase to ensure they have the features we require.**
* **Pond area fencing needs repairing and or replaced etc. There was talk of forming a pond maintenance team when the pond was redeveloped (with the use of the NISA community charity fund), did this happen? Janna asked Who needs to get the quotes? – with Mrs Cornish replying school can, we also should ask locals for any help etc.**
* **The committee voiced concerns about the length and affordability of the list and agreed that we need to think about what things we can afford, what is a priority?**
* **“Oops wow art” can be put on hold for now for the EYFS as they can deliver the bulk of this within the team and curriculum.**

1. **Future fundraising ideas and events**

* **School lottery –Easy to set up and people can set up direct debits to buy weekly tickets to provide a constant supply of funds to the school. Can we email the details and website links via the office please? Mrs Cornish agreed.**
* **Virtual Christmas fair, £5 per virtual stall, use a Facebook selling page, once businesses sign up they get access to sell their treasures, bumbles is interested along with creative solutions.**
* **Virtual raffle –customers pay via PayPal and are then allocated their e-tickets.**
* **Other ideas – this can include sponsored walks, skipping etc. this can be done in active time.**

1. **Trustees updates**

* **A massive thank you is to go to Teresa for her long standing support and hard work over the years. She will now be taken off the trustees list (as she has requested).**
* **Janna to research who is on the current list take off all the trustees who are no longer involved in the school. In next meeting, with the help of the up to date list we will decide on who should now be on the list.**

1. **Year 6 hoodies**

* **These will be given out during the school Christmas dinner or class party time possibly by Father Christmas. PTFA will pay £10 per hoodie with parents paying the rest. Negotiating to sort out PTFA payment of £190 directly to the company when we place the order. Then each parent/guardian can pay the outstanding amount directly to the company without the middle man (school).**
* **Nic also asked if during class photos session, there could be a yr6 photo done with the staff as a yr 6 momentum. People thought this to be a good idea.**

1. **Any Other Business**

* **Christmas party box created for each class with crackers games, crafts, socks, etc.**
* **Non school uniform – money collected to be used for the Christmas boxes and raffle prizes. We don’t really want to ask local businesses to contribute as they have suffered during the pandemic enough, bigger supermarkets could be asked to help instead.**
* **Janna said there was a fund she can apply for £500 towards school pond, we agreed she should go ahead with this.**
* **Christmas committee is required to share out the tasks fairly.**
* **Santa deliver Christmas boxes and hoodies. Virtual Santa?? How can we make it special? Outside spaces by classrooms, Santa drive through?**
* **Hot choc cones/sweetie cones etc. donations of wrapped sweets**
* **Tanya to look into purchasing Christmas books and sweet cones.**

**Janna thanked everyone for attending and contributing.**

**9.50 meeting closed.**