

SJS PTFA Meeting 10th November 2023

Purpose: Christmas Fair Planning
Venue: St Michael's Boarding House, Kettering Road, Stamford

Attendance

Iryna Jordan – Chair
Mrs Buttress – Deputy Head Academic
Mrs Hughes – Deputy Head Pastoral
Alice Barker
Ubhi
Leanne
Amy
Melissa
Louise

(there were more but names were not taken at the time, beginner secretary error, sorry!)

Apologies

Mr O'Reilly – Headmaster
Liz Thompson – Secretary
Lucy Clarke – Secretary
Anna Davies
Milly Smith
Kate Symonds
Lucy Clarke
Amy Metcalfe
Amanda Trolley
Angela Holland
Helen Cole
Kate Peach
Lyndsey Whittaker
Francesca Alexander

1. Welcome – Iryna Jordan

Iryna welcomed everyone, especially new parents to the meeting and explained that Alice, would be joining us via Face Time. Iryna also advised the meeting that as it was the Year Two Strings concert at 9.30am some of those present would have to leave early.

2. Apologies – see above

3. Approval of Minutes of Previous Meeting / Actions Update

We did not go through previous minutes, however they are on the website for anyone who would like to read them and discuss.

4. Points raised in today's meeting

Halloween Event

Big thank you from the PTFA chair to the whole team for their efforts, particularly the Kingsbury family for all their kit and enthusiasm. We raised £600 and some great feedback from parents and children regarding how much fun they had. School (Mrs Buttress) wanted a special mention of thanks to the team for making it a really hassle free event for the school. The organisation and so many helping hands make it so effortless for them which really is appreciated. Also mentioned, how much the school enjoyed having the parents in for lunch with the children beforehand. Really made for an inclusive and fun day.

Fireworks

We raised £600 thanks to sell out ticket sales and a great sweet stall run by the children. Brilliant idea by Mehi Davies to use up unwanted Halloween sweets and bagged it up to sell. This made for a really successful event. The Candy Floss was a huge hit too! The money made from this event will be used to secure the deposit for next years event. Huge thanks for everyone's help. Seems everyone did a little bit which means it worked well and everyone got to enjoy some of the evening too. Much smoother with the tickets inside.

Event Debrief

Suggestion to have a debrief session in January after the Christmas fair to discuss how our three big events went and ideas for next year before we all forget.

Playground Plans

The school has had various companies in to quote and assess the lower back playground for ideas. There seems to be a company from Norfolk who are in the lead with regards ideas and enthusiasm. We are awaiting custom designed plans and quote but a suggested figure of £10,000 was put forward. Proposed idea is that we fundraise £5,000 and match fund the £5,000 with funds from the kitty. This way we should be able to gift the money quickly and have the playground built and in place before the end of the academic year so as many children can benefit as possible. Lots of discussion about who this playground benefits and making it fair. Was proposed by the school that a rotation be in place and due to staggered lunchtime slots, it can be arranged that the older years can use the equipment's on their own whilst the younger years are in lunch and rotate like this ensuring everyone gets to enjoy. This seemed to go well with the group. The school are going to keep liaising back into us with how the plans progress. We hope to gift the money as soon as possible, potentially on a payment plan as builders have availability to get it in sooner than we can fundraise! We can then continue to fundraise until the end of the year giving ourselves time. Halloween and Christmas fair funds will go straight into a ring fenced fund for the playground. Any other events hosted that are specifically for the playground will also be ringfenced too so we can quickly keep an eye on our total. So far the pot is at £600.

In addition to this, the school is going to approach the year 5 and 6s to see if they have any ideas and suggestions of how we can jazz up the year 6 garden and the back field which they play on. These currently don't have any built in equipment, however they do have access to large quantity of toys to play with. Their suggestions can then be fed back to the playground builders and see if we can incorporate some of their requests into the budget and gain some additions for them to enjoy as well more naturally in 'their spaces'.

Christmas Fair

See points below

5. Financial Update &

Work needs to be done on removing Toby Cole from the Trustee post and the paperwork that entails. Liz has been working hard to do this. So far the Charity Commission website is proving difficult. A letter will be written to try and gain access manually.

In the meantime, Nina is doing a brilliant job keeping our numbers square. A financial report was provided (and attached). Currently this year, we have spent more than we have raised. This is not a concern and in fact should be celebrated. We are starting to action lots of request and making things happen which is wonderful. Coronation tree and plaque are in place, wothorpe sports benches are in place, lego sets have been bought and will be used imminently and the Choir folders are on route. We have around £12,000 in the account. It was agreed moving forward that £5,000 should be our minimum threshold in the account, and we need to be aware of future spends such as the literacy visits and Year 6 leavers fund etc, however, we want to be spending and helping the current children enjoy the benefit of the money that was raised for this purpose.

8. AGM to take place end of the autumn term 2023

The AGM has been delayed to allow us more time to sort the Charity Commission situation. This needs to be done before we call our AGM. We have until spring next year to do this but ideally we get it done before Christmas.

6. Christmas Fair planning

All funds raised from this event will go towards the Playground fund pot. Plans in place to move this up to the top front playground. The hub, dining room, bandstand and playground will be used for stalls. Hardy stalls like bottle tombola can be outside along with food trucks and more delicate stalls can be housed inside. Santa's grotto to go into the bandstand. Stall holder forms are up on the website and we already have a few signed up. Farmer Lou, Fergus Coffee and Heidi Rumba from the fireworks are all signed up for food and drink. Each year group has been asked to put forward a stall. It can be anything they like but the idea is that the reps manage their year groups plans and feeds back to the team as to how its going and anything particular they need like floats or wider advertising of resources. The year group that raises the most amount of money will win a small prize to help incentivise stall holders. Year groups can have as many stalls as they like but it must be managed by their year, ideally assisted by children to encourage entrepreneurship etc. Suggested stalls so far;

- Jazzy jam jar – Jars are filled with everything from sweets to soap and toys. These are donated and then tombola off during the fair
- Reserved Parking Space – suggestion to run a raffle of £5 a ticket to try and win a personalised parking space in the location of your choosing with SJS. Was thought this was a fairer way of doing it rather than silent auction. Encourage more to buy plenty of tickets to ensure they get their name pulled so funds will still be raised (but more evenly).

- Best wrapped present - (every student brings in their best wrapped present. Budget of no more than £5. There is a prize for the best wrapped present and then all the presents are tombola off during the fair.
- Teddy tombola – teddies and toys are donated and cleaned and then tombola off during the fair
- Chocolate/Bottle tombola
- Donkey derby – could be a reindeer version of four people dressed as reindeer, people have to roll the dice in sequence 1, then a 2 then a 3...as quickly as possible to move their rider forward. First one to the finish line wins.
- Year 6 have made Spede Bird on the 3D printer. They suggested selling these at the Fair. PTFA agreed that this is a great initiative and we will cover the cost of all resources so the profits can go into the Playground fund.
- Suggestion that Head boy and girl to help run the Santa's Grotto with prefects as elves! We have a Year 5 dad ready to help and happy to supply gifts to hand out.
- Secret present stall – PTFA buy 3 or 4 different present ideas and have a quantity of each. These are kept in a closed room and only children are allowed into the Elves Workshop. The children can then buy their gift and have it wrapped by an elf so that the child can then emerge with a secret present to gift their special person totally on their own.
- Children led stalls. Encourage children to come up with ideas and form groups within their forms to run a stall. They can make posters, gather support and then run it. PTFA will help with floats and iZettles during the event.

We really hope to make this a very family fun event.

Teams will start setting up from 8:30 with bistro lights needing to be strung up outside to provide ambient atmosphere and generally start to get supplies together and things in place ready for the afternoon. Stalls need setting up in the dining hall and hub after lunch and rooms decorate in between classes. Any parent helping out can stay for lunch with their child during the day. Then it will be all hands in to set up after lunch when we have the space clear to blitz the actually setting up of stall stuff.

Next year – Christmas

Leanne and Amy keen to look into tea-towl and Christmas card design packages. Children create artwork that is sent away and printed up onto items as requested by the parents. Great money earner and lovely keep sake. Too late to do this year but note made to look into this next year. Needs to be done in September to secure a good spot to have items back before December.