

# Clifford Primary School PTFA MINUTES

Thursday 8<sup>th</sup> March 2018, 7.30pm  
Tomatitos



**Attendees** Jess Coccozza-Clack  
(chair)  
Bridie Whittle (secretary)  
Louise Parish  
Sarah Scourfield  
Matt Bickley  
Kate Poate  
Annie Coombes

**Apologies** Zoe Verry  
Hannah Sampson  
Cat Barnett  
Scott Wallace  
Rosemary Halligan  
Andy Fryers

1. **Apologies** – listed above

2. **Approval/correction to minutes of last meeting**

Approved without corrections

3. **Treasurers report**

- **Balance (to last statement 16<sup>th</sup> Feb):**

Current account balance £6,690

Savings account balance £2148.61

- **Income:**

£474 (Super Sonic Disco fundraiser, joke book and donation from parent) also ongoing contributions made from handful of parents/donors through DD which continues to bring in over £120pcm

- **Expenditure:**

£862 for the Oxford Reading Tree books, £700 - 800 (actual figures not available at time of writing) for Christmas party and panto costs, paid in January due to cash flow.

- **Expenses owing:**

£300 for parent mail text bundle, £1481 for half the toilet refurb costs, £250 for coach to Berrington Hall.

4. **PTFA supported projects and funding requests**

a) **Toilet refurbishment**

Completed in half term. PTFA to pay half the costs (£1481) as previously agreed. Sarah reported that the children were very excited by their new toilets (no kidding!) and that the school are really pleased with it. Acknowledged that Mark Price (parent) worked for free to keep costs down. PTFA, school and children

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extremely grateful to him. PTFA to buy him a gift. Jess has made a thank you card and sent it into school to be signed by the children.

### b) Oxford Reading Tree books

All purchased by school and now paid for by PTFA.

Action Items	Person responsible	Deadline
Choose gift for Mark	Jess CC	asap

## 5. Debrief of recent PTFA supported events/fundraisers

### a) Burns Night

Extremely disappointed that this had to be cancelled after a lot of work had gone into planning and promotion. Feedback from parents often indicates that they might be more likely to support child focused/family events, however, while these perform an important social function (one of PTFAs stated aims), they are rarely the big earners. The Burns Night had deliberately been pitched as an adult event to profit from bar sales and to host an auction of prizes and promises - not so suited to a family event.

### b) Super Sonic Disco local schools fundraiser

This raised £420 for the PTFA – huge thanks to Ben and Max. Although we sold 27 out of our 40 allocated tickets, only 6 were to Clifford parents (+ 3 to teachers!). Ben and Max donated another £150 to top up to £420. Surprised at very slow ticket sales after the success of the last event in September.

Concluded that this is not a time of year to do parent social events as weather/illness/bank balances limit interest. For the future, better to do family events at this time of year and benefit from the pestering power of the kids.

## 6. Recruitment/support

The current PTFA committee are limited in what they can achieve as they are few and very busy! So it is with great excitement (and relief!) that we welcomed two new faces at this meeting – Kate and Annie.

**Class reps** - discussed option of having class representatives – this was done 4 years ago and thought to have been reasonably successful in drumming up some support so might be worth considering again.

**Improving accessibility** - Annie said that as a new parent, she had difficulty finding out who to talk to, to find out about getting involved and might be helpful to add photos of the PTFA committee to our page on the website.

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**Raising our profile** - Kate said she felt parents have little real understanding of who we are and what we do. Sarah suggested we update our page of the website (though whole site due to be redesigned soon), that we add our own weekly missive to the school newsletter and that the minutes are emailed to parents with the newsletter as opposed to emailing them a link to it.

### Action Items

Get photos of committee and send to Jo to add to website  
Write newsletters

### Person responsible

Bridie  
Jess CC

### Deadline

Before next meeting  
For 16<sup>th</sup> March

## 7. Upcoming events

### a) Easter Egg Hunt, Community Hall, Thursday 29<sup>th</sup> March

School is holding an Eisteddford in the afternoon of the same day (to which parents are invited).

- Easter egg hunt to start at 2.45pm.
- £2 charge for entry which will be collected in advance by the school.
- Serve tea and cake for donations (considered but dismissed hot dogs/BBQ for simplicity and to limit up front costs)
- Appeal will be emailed to parents to provide cakes for a cake raffle and for refreshments and help serve refreshments
- Children to pay £1 for a home clothes (spring colours/Easter theme?) day to fund egg purchases
- In addition to the hunt, we will have stalls/games
  - Guess the name of the (real!) rabbit – Lou to set up
  - Guess the number of eggs in the jar - Bridie
  - Face painting – Jess CC
  - Easter bonnet competition - school
  - Egg decorating - Annie

### Action Items

Write email/newsletter for parents about the event and requesting cakes and volunteers on the day  
Notify parents of home- clothes day  
Purchase eggs for hunt and prizes  
Arrange Easter Bonnet competition  
Buy/gather egg decorating materials  
Organise facepainting  
Design hunt  
Source rabbits!

### Person responsible

Jess CC  
  
Sarah Scourfield  
Bridie/Lou  
Sarah  
Annie  
Jess CC  
Bridie/Jess/Lou  
Lou

### Deadline

Before 16/03/18  
  
w/c 19/03/18

### b) Clifford Castle event

Bridie will contact the owners and start to try and find a suitable date with them and school. Further discussions at next meeting.

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## c) Auction of sketches

Expecting ebay auction to take place in the next month or two. Emma Wheeler and Egbert Smit lined up to help promote the prints on Twitter and run the auction. Andy not present at meeting to confirm timing but Jess to follow up with him. PTFA have paid £550 on framing in the 2016/17 and 2017/18 financial year so looking forward to seeing a return on our investment.

### Action Items

Talk to Andy about timing of auction  
Arrange auction

### Person responsible

Jess CC  
Andy

### Deadline

Asap

## 8. Future fundraising and social events

### a) Charity shop

This was going to be a Y6 project after SATS but Sarah suggested Mrs Collingwood too busy with end of year play etc to do this with her class. Could be considered for Y5 September intake, early autumn. To be shelved for now.

### b) Everest Cycle Challenge

So far only Ben and Scott have thrown their hats into the ring. They need to encourage more parents to join the team. Scott not present to discuss but in an email suggested we should point out that as the aim is to cover the distance over 24 hours, the less fit participants could get away with riding up Gospel pass once one day, and once the next! He has posted on FB but asked us to also include in school/PTFA newsletter and advertise Sat 9.15 am training rides. Also need to discuss how we fundraise for this but better to do with Scott and Ben present.

### Action Items

Promote through PTFA newsletter

### Person responsible

Jess CC

### Deadline

Before 23/03/18

### c) Bag packing at Co-op

This should be considered again for the summer term. It took some effort to rally enough troops but in the end was fun for those that did it, raised profile of school and earned over £600 so well worth the effort. To be discussed at next meeting.

## 9. Non social fundraising

### a) Co-op funding round.

We earned nearly £4000 from last summers' round of the Co-op local causes fund. Window has now opened again. Jess CC has the details and will submit the application. Discussed that it would be better to appeal for a specified cause and agreed to raise funds to improve access to music in the school (see below!)

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### Action Items

Apply for Co-op funding round

### Person responsible

Jess CC

### Deadline

Before deadline!

## b) Easy fundraising

This is the scheme which donates money to your nominated charity if you purchase online through the Easy fundraising site. It is a very easy way for parents to raise funds with no cost to themselves, but this has been running for 2 years and has had very little take up. Instructions on how to set this up to go in PTFA newsletter and possibly on PTFA page of website.

### Action Items

Include details of Easy Fundraising in newsletter

### Person responsible

Jess CC

### Deadline

Before 16/03/18

## 10. AOB

### a) Suggestions for future fundraising events

**Non uniform days** - every half term?

**Film/story night** – heard about a school that puts on an evening when the children come into school in their pyjamas for storytime. Could we do this and provide entertainment in the hall for parents? Or make it a film night? Jess to explore the options and report back at next meeting.

**School Lottery/100 club** - Annie had experience of this at their last school and will research and report back at next meeting.

### Action Items

Timetable some non uniform days

Look into options for film night/book reading

Research school lottery

### Person responsible

Sarah Scourfield

Jess CC

Annie

### Deadline

Before next meeting

Before next meeting

## b) Hardwicks Got Talent, 27<sup>th</sup> April

Sarah Smit has suggested that the PTFA could get involved with this event and raise some money for ourselves. Decided this would not be a suitable event for the auction of prizes and promises (too many children, not enough adults) but could sell joke books, do raffle, have a few sideshows/entertainment (outside if weather OK) to help raise some funds. Agreed worth discussing with Sarah and co what we might do.

### Action Items

Meet with Sarah and co to agree a plan.

### Person responsible

Bridie/Jess

### Deadline

Asap

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### c) Requests for funding from school

**Astoturf** - children have requested Astroturf to replace the area of grass between the wooden sheds and the playground as this gets very muddy – could we help with this? Agreed we would consider funding this. Sarah to get a quote.

**Music** - school is looking at ways to promote music and increase access to a range of musical activities and instruments. They have a teacher, Sara Scott, who would be willing to do whole class teaching of the Ukele for £30/hour. Ukeles cost £12 a piece. They are also looking into a scheme – Chranga – which provides music resources for an annual subscription – no detail available at this stage. Would we be willing to help with this? All agreed this would be a great thing to support and something that parents might be enthusiastic about. Sarah to provide further details/costs for us to consider at next meeting.

#### Action Items

Obtain quote for astroturf

Obtain details/quotes for music initiatives that require our support

#### Person responsible

Sarah

#### Deadline

Before next meeting

Before next meeting

### d) Car park

There is clearly a lot of concern and frustration about the car park amongst parents. Kate believes that many parents are under the illusion that the PTFA are looking in to ways to improve the carpark situation and are going to present them with a solution sometime soon. PTFA were told by Mrs Thomas at the last meeting she attended that the governors are leading this. PTFA would like the school or the governors to update the parents.

School has previously been told that we should record any 'near misses' in the carpark to illustrate how dangerous it is. Kate suggested we should put up a camera – she would be willing to organise this. This might be difficult to explain/justify to parents who might get the impression that we are trying to catch them out. Sarah to speak to governors and check on progress before any further suggestions considered.

#### Action Items

Check progress on carpark with governors

#### Person responsible

Sarah

#### Deadline

Before next meeting

### 11. Date of next meeting

Thursday 26<sup>th</sup> April, 7.30pm