

PTFA Meeting: 8.15pm 12<sup>th</sup> October 2020. Remote meeting via Microsoft Teams

*Present:* Anna Woodford, Kirsten Emson, Sarah Gilder, Nicky Kirk, Matt Morris, Lizzie Faulks, Pippa Raeside, Jodie Poole, Catriona Cork, Jo Hunter and Oli Stokes.

*Apologies:* Kelly Yardley and John

**Agenda:**

1. Introductions: Catriona was introduced to the group.
2. Approval of the last minutes: The meeting minutes from the AGM were approved.
3. Oli will create an updated email distribution list for the PTFA that will be held by the committee.
4. Halloween Fancy Dress: Matt has researched a method called 'Stripe' that could be used to collect the money. The PTA-Events website also handles consent to use the user's details. Stripe would charge around 20p and PTA-Events would take 5p to 9p per transaction. This additional cost could be covered in the covering letter. The group agreed the cost will be £1.50 for the event. The payments website will be set-up by the 16<sup>th</sup> October, and remain open until a couple of days after the event. Letter is preferred method of contact and will be drafted by Anna. Sarah will obtain some chocolates as prizes. The competition will be open to Nursery and Pre-School, in addition to KS1 and 2.
5. Scavenger Hunt Idea: The idea would be to provide a list of items to be photographed. A separate list will be created for Early Stage, KS1 and KS2. The group agreed that the entrants will be asked to spell out a word with items starting with different letters. £1.50 again will be charged per entry. Matt can configure the Stripe Payment website to automatically email out competition details the attendee after they have paid. The entries can be uploaded to the Facebook page or submitted by email. Prizes will be provided for the most creative entries.
6. Christmas Cards: Anna will follow-up with the company to see if the design can be uploaded to a website to avoid paper submissions. Jodie, Nicky and Sarah were happy to check through the paper submissions, if needed.
7. Other fundraising ideas:
  - a. 'Stories with Santa' could be an idea to raise money after half term.
  - b. Optional colouring could be made available at cost for rainy days etc.
  - c. All activities can be publicised on the Facebook site.
8. Meeting closed at 9.12pm