

PTFA MEETING MINUTES

Date: 26th March 2024

Time: 6:00 PM

Facilitator: Vincent Onakpome (Chair)

IN ATTENDANCE

Vincent Onakpome (VO), Olivia Mathieson (OM), Luci Barber (LB), Simon Underdown (SU), Emma Jordan (EJ), Clare Walsh (CW), Laura Fox (LF)

APPROVAL OF MINUTES

These minutes will be distributed for approval to all members of the PTFA.

MEETING AGENDA

1. Welcome and introduction of members present.
2. Apologies
3. Approval and review of minutes of the last meeting - Vincent
4. Feedback from meeting with the Academy Advisory Board and their request - Vincent
5. Financial Report & Request for POS - Laura
6. Headteacher's Update – Mr Simon Underdown
7. Update from the Student Liaison & Proposed Event/Cinema - Luci
8. Project Update - Canopy - Laura
9. Future events update / Plan for the year – Vincent & Cassy
10. Date, time, and location of next meeting - Vincent
11. AOB - Cassy

MINUTES

VO suggested we need to do another face-to-face meeting again soon. VO suggested the next person be in person at the school premises. SU suggested this is fine but would need site team liaison for locking up and fire regulations and compliance. Problem is the time of the meeting as the site team hours do not go this late. Would need earlier meeting if that would work. Previous PTFA met earlier which made it easier for the team to meet with the staff as required. VO agreed that it would be easier to engage with student leadership team and staff if on site. SU suggestion to PTFA would be to reflect on start / end time of the meetings as they would be a barrier.

🗨️ VO to review timing and location of meetings.

Welcome and introduction of members present.

Olivia Mathieson (OM) parent of Lily in year 8 is a new member. VO happy OM joined and welcome.

Apologies

Michelle Oliver (MO), Christopher Warn (CW), Jess Knapman (JK), Cassy Freeman (CF)
Secretary is unexpectedly absent, so the meeting is recorded for the purposes of making minutes after the fact.

Actions from previous meeting

CF summed up the actions outstanding from the previous meeting:

- (Done) PTFA confirm who can join the next meeting 06/02/2024 @ 3.30pm - Luci Barber will attend.
- (Done) LF share pricing for outdoor structures with PTFA.
 - LF share pricing for outdoor structures with PTFA - everyone has seen this. The discussions on WhatsApp will be covered off later in the agenda.
- (Done) LF share Cineworld contact details with LB.
- LB see what is coming up this year at Cineworld and suggest some options that could work.
- LF pass on contact details to VO to update charity commission trustees. - Outstanding
 - LF and VO to organise a catch up.
- VO update charity commissions trustees - Outstanding
- VO update and distribute the PTFA constitution. - Outstanding
- LB locate existing PTFA banner and assess for event usage. - Outstanding
 - LB asked at reception, but they did not know where this would be so unable to locate the banner. Would need another attempt. EJ confirmed it was Jackie Barker that said the banner was present. LB will contact Jackie Barker about this.
 - SU said Jackie Barker is happy to be a link between school and PTFA - she could help as she has been at the school for a long time. She is also happy to be the link for the preloved uniform.
- (Done) CF order materials for 11+ certificates.
- (Done) CF work with Liz Hore on ordering and production of 11+ certificates.
- SU take idea of 150th student designed merch to birthday committee.
 - LB was due to be on the birthday committee but there was a mix up with the dates - so missed the meeting. LB happy to sit on the committee if required.
 - SU confirmed LB should consult with Catherine Rogers to get on the meetings.

Approval and review of minutes of the last meeting

Not covered

Feedback from meeting with the Academy Advisory Board and their request - Vincent

LB confirmed it was a warm welcome and keen to lean in and support the PTFA. A good group to use going forward. Keep them abreast of any updates. We may need to seek support for the canopy. Good introduction. VO added that they asked how we the PTFA want them to support us. VO offered ideas on the spot, but LB suggested be good to put more time into those thoughts so that we can share them.

LF added that if we can get some big events secured - having help for those events would be a really nice to get the advisory board involved.

VO asked if there were direct communications available with the students. SU confirmed there is.

Advisory would observe in school and get a sense of student voice and feed back to the governors.

SU agrees that more opportunities for them to be involved with the school would be great.

VO has received an email enquiry from Rose to see if we are interested in helping at sports day with refreshments. Email states we would need permission from the catering company. VO asked if there is a conflict of interest. SU confirmed there was no conflict. Previous sports days have had commercial ice cream van but preferred if PTFA can do that and raise the funds directly for the school. SU recommends PTFA think about what the girls would like to buy (ice cream, cold drinks). A great opportunity to make some money, for the PTFA to be visible, for the governors to be visible. Person to speak to about this would be Donna Roughton as she oversees the PE team. LF we will pick up sports day on agenda item 9. We should pick up on this if we can supply ice cream and hire a slush machine. Could make a decent amount of money. LF is happy to help with sports day and make it as big as possible - one of our

biggest opportunities for the academic year. LB saw an email about support for the eleven plus support refreshments (CF put vote in group WhatsApp chat on this too). Will pick this up in agenda item 9.

🔗 VO share the email enquiry with the team.

🔗 PTFA (LB) contact Donna Roughton about helping for sports day (who will put in touch with Alison Pickles)

Financial Report & Request for POS - Laura

LF shared screen and report - will be attached and circulated with the minutes.

Movement with the numbers to close off the raffle and the prom dresses.

Two new informational items

- 11+ certificates - line for income and expenditure. 31 certificates ordered for existing students have gone out to the students. Current profit £130.56. New orders to come in for the new year 7 students. As a project has been a nice thing to kick off - people are keen to purchase. A straightforward way to make money.
- KPMG donation £150 (secured by CF) - sent by their charity foundation - sit in pipeline until we get that money. Something to think about with any other company schemes.

Bank balances:

- £7054.81 PTFA account
- £741.10 School fund account

Key points:

1. Correction on profit for Christmas raffle
2. 11+ certificate in / out
3. Unclaimed gift aid - still ongoing

School fund account - where parents donate to the school and nothing to do with PTFA. We have received since last report £349 in donations. Letter is due to go out to new year 7 parents shortly so we will see a surge of donations each year. LF asked if the letter asking for donations goes out to all parents or just year 6s. SU cannot recall off the top of head but thinks would be a good idea to send letter to all - suggest would get more money when asking for specific projects. Wrap it up on comms around the canopy covers. LF agrees.

🔗 SU organise letter to all parents asking for donations for the outdoor canopy.

Headteacher's Update – Mr Simon Underdown

SU thanks the PTFA for ongoing work. Marked difference from previous team. SU feeling would be if we could get the outside area cover sorted that planning could start soon after the courts reopen and would create a surge of experience in outside space. One of the things discussing a cover for poor weather that would double as an outside concert space. Perhaps students could do a mini festival or show outside. Proposal for the covering to have electricity and speakers so that the girls could plug in. The school would manage the space. Would be a nice thing for the students. Main thing would be for them to have the space outside. If we can make it big enough for outside learning. Would be useful for current students and for years to come. PTFA could make use of it for refreshments at events. A lovely space, and crucially something that the other girl's school doesn't have. USP is really powerful. To that end been collecting a few ideas (CF has shared with PTFA team) would welcome the opportunity for a dedicated PTFA meeting, with SLT to discuss the outside space. Something we need to make the most of and welcome input. Propose one of the PTFA meetings is given over to this topic. Could invite a larger group of parents in, as well as Darren who collected the quotes and answer the questions. SU super excited about the cover.

SU 150 birthday committee - conversation has moved on since we last met. Have done a number of things in school; 150 pin badge, 150 fun facts, bake off competition. Will be selling tote bags and mugs for 150. Research suggested no appetite for the hoodies. Recommendation is not to do the hoodie - concern around making a loss on the hoodies. Committee were hoping PTFA could come in on 4th July

to sell tote bags and mugs. Expecting ~300 people. Be good for PTFA to sell things and discuss plans and asking donations for the outdoor cover.

PTFA - schedule dedicated meeting for outdoor covering

PTFA - send volunteer names for 4th July to Vicki Benwell

SU wants to pursue the cinema trip idea as the Taylor Swift event was very well received. They enjoyed Taylor but they also enjoyed the private screening. Great to offer that again.

SU on behalf of Jackie Barker want to do the pre-loved uniform with the PTF. New uniform is so well made it will go on and on so there is opportunity with pre-loved. If we could get it out on hangers and rails for parents to see would be great. Second hand clothing is becoming popular, and the stigma attached to it has gone. Earth alliance would support. Ask: be there on year 6 induction, organise the cupboard, know what's available. SU asked members to reflect and see if they want to be involved. CF point here - EJ has volunteered at the beginning of the year to do this so need to check if that's still in place.

🕒 CF - confirm EJ is still Pre-loved Uniform Rep

11+ mornings. SU confirmed could not use Berthas as this does not belong to PTFA. We do not have parents on site during the exams as sometimes they can cause anxiety for the children. When parents leave at the gate, they are completely different - like regular children and go into the tests much calmer. Better than receiving last minute tips from parents. Thought would be to come back a bit early for refreshments and buy a little treat or present for your daughter to come out. Would mean the parents are less likely to be late. VO thinking about the church hall across the road where the parents could wait. SU responded that some of the parents might need to let off some energy for a calmer pick up. Parents have always been keen to go to Mutley Plain. SU if you want to investigate Vicki will have contact details. VO suggested as the DHSB 11+ day was run that way and a lot of sales were happening. Parents were in there catching up and buying things. Have seen it practically working in DHSB 11+. Number of sales were large. Could tap into that environment. SU thinks would be difficult to compete with the coffee shops on Mutley Plain.

🕒 VO - investigate church usage for 11+ day.

🕒 PTFA- confirm help for 11+ events towards end of exam.

LF not keen to go into a church hall to stand with other nervous parents (SU agrees with this - parents are different when they come back). LF likes the idea of treats for sale for the children. Different people will have different feelings.

🕒 PTFA - put to vote on church hall hire idea.

LF spoke to Vicki asked if we had a POS. We do not. Options are one off fee £150 and lower transaction fee. Another option to use apps on mobile phones - multiple PTFA members could use the device with their own mobile. Wanted to ask the team if we thought this would be worth investing in. Think could recover the cost quite quickly with sports day and 150 merchandise. Opened the floor to discussion on this. LB seems a sensible approach/investment for these types of events. SU agrees this would help with odd amounts of money will add degree of flexibility. Would make it easier for pre-loved uniform etc. Chance of making a lot more money.

🕒 LF - investigate POS options with Lloyds.

🕒 LF - put to vote about the POS.

Update from the Student Liaison & Proposed Event/Cinema - Luci

LB had no real updates. Need to make a decision about cinema trip. A lot of back and forward on the cinema trip. One of the questions was to poll the students to see what they would like to see as opposed to pick a film on their behalf. How do we go about doing that? Taylor Swift was a no brainer but would be difficult to guess another good one. Need to be aware of the ratings (more than a 12) be careful. Need to decide how we go about that. CF has been in contact with Cineworld and chased

response. LB will need to pick up with CF offline on this if we want to pursue it. SU wouldn't be happy to advertise a film not accessible to all year groups, so agree need to be 12 certificates for example.

🕒 LB catch up with CF on Cineworld poll and options.

Merch - as above advised not to do hoodies. Is there an opportunity to work with an online kit store which gets made as ordered so there is no loss. Agreement with a company and get a cut of the profit. If we run a competition outside of 150, then parents and students could order as something they would order. The student team were keen on this. LB will see the art of the possible with a kit world type provider. SU added that the school could help, getting the house captains involved - would be your in to decide if the students would like a house t shirt for sports day. Would need to speak to the PE team about that - but they would not be able to perform their events in the t shirt. As part of discussion with Donna about sports day mention the house merch at the same time. Donna oversees the house captains too so this would be good to put those two items together in that email. Sports captains might want to get involved too. Even if it's for the supporters not participating would be nice to be a sense of team and get behind Temple / Antony etc. LB happy to pick up the conversations on sports day.

🕒 LB speak to kit world (or others) on collab opportunities.

Disco idea for year 7 was agreed as a good idea - can discuss further on point 9.

VO mentioned to OM that the way we run the sessions is to just add your name to any events you want to volunteer for. OM is firmly in listening mode. Run own business so escaping during the day would not be possible. Can help with comms, fundraising etc. Attending events will be a struggle but will try.

VO asked SU about sports / house captains. When we are trying to poll students would that be a good route? SU suggests head student team better for all students. House/Sports captains only focussed within their houses. If going for t shirts, then they would want to be involved in that identity. If it was for a survey of films the students want to watch that would be head student team. SU writes to the students every week - just give to SU and can be added to the weekly.

Project Update - Canopy - Laura

LF / VO suggested nothing else to add as SU has covered this already.

Future events update / Plan for the year – Vincent & Cassy

VO wants to itemise, streamline and fix dates for the rest of the academic year. What are we doing at each phase. Have talked about a disco - are we still planning this for Christmas period end of 2024? LF can't remember where we got to with the timing. The Christmas thing we discussed was a Christmas ball (a couple of meetings ago) for year 11s having finished their mocks. Cannot remember when we said we would do a disco for the younger ones. VO confirmed want to do disco for year 7-9. A separate event for year 10+. CW feedback from year 10 is that they are desperate for a disco. Perception that the older ones wouldn't want this, but the feedback is that they are really keen for this - they missed a lot of these outings in the early years due to Covid, so they are keen for these events. OM added that there was a joint disco between DHSB and other schools. They have closed down Prism so there is no venue so wondered if there was a plan to introduce it in a different way. LF has a friend on DHSB PTFA they are actively looking for a suitable venue and confirmed they still want to do it on their own. OM suggested we need to do it bigger and better than! SU comments around the DHSB events are correct. SU has some anxieties around these events that are not sanctioned, or risk assessed by PHSG. Duty of care to our young people, so not happy to suggest child attends these other events so will not advertise these things. VO mentioned the DHSB event at Alton Towers. EJ mentioned she used to teach adult classes at PHSG which occasionally clashed with school discos and asked is it possible to use the school as a venue for a school disco. SU would not allow anyone not part of the school and other considerations. In general, though, yes can have it as a venue. When the courts are back open could use the gym and spill outside if nice weather. Would need proper staffing etc. Few barriers but easier than finding an external venue. LF suggests first disco event at the school would help control the costs a little bit and be able to break even quite easily. We have not done a big event yet, so this seems sensible. LB agrees. Summer event would be nice way to end the school year. A good way to show what we are doing. LB happy to work with LF on the disco.

🕒 PTFA (TBC) - Work towards a summer disco event ~ Friday 5th July or new event in 2024/2025 year

VO asked SU what is the main event at the end of the year? SU looking at calendar might be tricky to organise around the events already planned. Friday 5th July might be a potential but might be a struggle to get staff in as we have prom, induction, 150th birthday. CEW is the week after. LB reverted previous, would it make more sense to do early in the next academic year to welcome new year 7s. SU suggests might be intimidating. House theme would be nice also.

VO at the end of the calendar year there are Christmas activities (CAMP). LF added that CAMP we should start earlier to get raffle prize earlier as it all got left to CF. A lot of businesses were not able to help. An earlier push and more involved would make it more. LF suggested let's focus on sports day, 11+ and the disco.

CW referred back to the SU prom dresses - suggested another event for second hand prom dresses.

EJ can help at sports day and on the committee.

CW should be able to help with sports day and on the committee.

LB happy to help wherever needed.

VO tried to get agreement on help, but EJ stated there are other members who would like to help so let's not agree now.

Date, time, and location of next meeting - Vincent

LB - Canopy meeting needs to happen ASAP. SU confirmed this needs to be physically in school. Ask Vincent / Cassy that the liaison happens with Vicki to suggest a dates / times to hold this. Start time between 4/4.30pm - any later than that they won't want to stay.

AOB - Cassy

Not covered

Committee reports

- Treasurer (attached)

ACTIONS

New actions this meeting:

- VO share the draft constitution
- VO to review timing and location of meetings.
- VO share the email enquiry with the team
- PTFA (LB) contact Donna Roughton about helping for sports day (who will put in touch with Alison Pickles)
- SU organise letter to all parents asking for donations for the outdoor canopy
- PTFA - schedule dedicated meeting for outdoor covering
- PTFA - send volunteer names for 4th July to Vicki Benwell
- CF - confirm EJ is still Pre-loved Uniform Rep
- VO - investigate church usage for 11+ day
- PTFA- confirm help for 11+ events towards end of exam
- PTFA - put to vote on church hall hire idea
- LF - investigate POS options with Lloyds
- LF - put to vote about the POS
- LB catch up with CF on Cineworld poll and options
- LB speak to kit world (or others) on collab opportunities
- PTFA (TBC) - Work towards a summer disco event ~ Friday 5th July or new event in 2024/2025 year

Outstanding from previous meetings:

- LB see what is coming up this year at Cineworld and suggest some options that could work.
- LF pass on contact details to VO to update charity commission trustees.
- VO update charity commissions trustees

- VO update and distribute the PTFA constitution.
- LB locate existing PTFA banner and assess for event usage.

NEXT MEETING

TBC