

Attendees:

PTA: Sara Russell, Michelle Docking, Sachi Mano, Matt Pooley, Petra Aidi, Lousie Roberts, Felicity Cleaver, Laurie Barton

Telford Infant School: Siân Oustayiannis, Louise Roberts

Apologies:

Julie, Ellie, Suzanna

Welcome:

Thank you to all the parents who joined. There are no obligations to commit to anything discussed in the meeting but with more people involved, more events can take place.

Chair Report - Review of Funds Raised and Details of Events (2022-2023 academic year):

1. Uniform Sales
 - a. Earnings
 - i. September uniform sale - £93.50;
 - ii. January uniform sale - £92.50 cash, £40.26 Zettle for a total of £132.76;
 - iii. New parent uniform sale - £60 cash, £85.46 Zettle for a total of £145.46
 - b. We hold these throughout the year and this could be an event we increased if there were volunteers
2. Quiz Night
 - a. Earnings:
 - i. £1,328 total takings
 - ii. £927.07 expenses
 - iii. £400.93
 - b. Held in September last year, which may have been a bit too early for parents
 - c. It was well attended but in previous years, we did raise more
3. Lillington Fireworks
 - a. Earnings: Total £75.80
 - b. We were invited to attend for free and provided a raffle (we believe)
4. Pyjama Days
 - a. Earnings:
 - i. Year 1 takings - £215
 - ii. Year 2 takings £219.40
 - iii. Expenses £148.82
 - iv. Total £285.58
 - b. These are held in place of a school disco as the latter is too chaotic and can also be overwhelming for children who sometimes get sensory overload
 - c. Years 1 and 2 only
 - d. These did not perform as well last year because it seemed that parents were unable to provide as much throughout the year (reflected in other events too)
5. [Stikins](#) - commission-based programme
 - a. Earnings: Total £33.45
 - b. Telford receives a percentage with each purchase

- c. A flyer was given to new parents and there's a link on the school website
- 6. Christmas Fayre
 - a. Earnings: Total £5,396.50
 - b. Santa's grotto is the favourite
 - c. Last year this was held joint with juniors
 - d. The brochure sponsorship and raffle are what really bring in the funds for this event
- 7. Frogs Trees - commission-based programme
 - a. Earnings: Total £50
- 8. Present Rooms
 - a. Earnings: Mother's Day
 - i. £455 notes, £292 coins, £217.50 online
 - ii. Expenses TBC
 - iii. Total £964.50
 - b. Earnings: Superman present room
 - i. £150 notes, £219 coins, £515 online
 - ii. Expenses TBC
 - iii. Total £884
 - c. Mother's Day and Superman (around Father's Day time)
 - d. The PTA buys the gifts that students can purchase for £2.50 each, then also help students wrap the presents
 - e. Would we consider rebranding the Mother's Day event to be more inclusive of alternate carers?
- 9. Hot Chocolate for school runs
 - a. Earnings: Total £67.50
 - b. Held at Christmas time and very popular
 - c. But the one before February half term was less so
 - d. Suggestion to add coffee this year
- 10. Ice cream sales
 - a. Earnings: Sports Day ice cream:
 - i. £129.10 cash, £68.66 Zettle,
 - ii. Expenses £63.25
 - iii. Total £134.51
 - b. Funds not all yet reported
 - c. We make about £100 each time
 - d. All ice creams are £1
- 11. Sponsored Bounce
 - a. Earnings:
 - i. Takings £1,250 notes, £30 cheques, £43.35 coins, £1,563.50 online
 - ii. Expenses: £85
 - iii. Total £2,801.85
 - b. All children have the opportunity to bounce for 1 minute in the rented bouncy castle and the PTA helps to count the number of bounces, which they receive on a piece of paper to show to friends and family

- c. Friends and family sponsor the bounce (could be a one-off sponsorship or for a number of bounces)
 - d. Average bounce is 87!
- 12. Amazon Smile - commission-based programme through Amazon that is no longer running
- 13. Coronation Picnic
 - a. Earnings: Total £790.01
 - b. In honour of the King's coronation, an outdoor picnic with a cream tea box and a cake sale
- 14. Summer Fayre
 - a. Earnings: Total £4,132
 - b. There are stalls and activities for students and these, along with a raffle, help to raise the majority of the funds

Items the PTA Paid for (2022-2023 academic year):

- 1. Bookbags for reception students
- 2. Leaver's party for Year 2 students (they received a leaver's cup as well)
- 3. Santa's presents at the Christmas Fayre
- 4. Spark Yard music subscription for the school
- 5. Visits from a poet, author and exotic animal handler
- 6. Outdoor equipment in the reception area
- 7. School instruments
- 8. Other outdoor equipment for the school
- 9. PTA also approached Thwaites and through this relationship, Thwaites (as part of their community outreach program) donated £3,500 which paid for new flooring for the reception area and Telford Infant School believes that the school will receive a similar amount this year to further fund projects
 - a. This year we want to focus more on these types of relationships
 - b. Matched-funding opportunities from big organisations such as the National Grid, Tesco, Morrisons, etc.
- 10. The school will continue to report on how the raised money is used

Head's Report:

- 1. Thanks to the PTS for all the fun times and big moments for the children throughout the year
- 2. This year, students will do a "30 things" or "30 promises" that they will do throughout their time at Telford Infant School and the Sponsored Bounce will be on this list
- 3. School budgets are impossibly tight so the PTA funds things the school would otherwise not be able to afford

Chair's Remarks:

- 1. Being a part of the PTA is really fun and rewarding and there are always an army of parents who are willing to help on the day, but the real need is for someone to take ownership over an event and run the logistics

2. If this cannot be done, the PTA will not be able to commit to as many events this year as last year only two people organised events and it became a difficult time commitment
3. For example, the Present Rooms take up a lot of admin work
4. We need to rethink the Christmas Fayre - with the stalls and everything going on, it became a health and safety hazard as there was no way to allow people to move through the school
 - a. The Santa grotto will definitely be a part of the fayre
 - b. There will be refreshments
 - c. The suggestion for the choir this year is that it's held outside with the gazebo and some fairy lights
 - d. The brochure and raffle will be included because these make money
 - e. We should explore what else we can do though
 - f. We could also look at the Summer Fayre again - perhaps a "music festival" style activity
 - g. Additionally, we could invite businesses that are "self sufficient" like Active Aspire who agreed to come to the Summer Fayre, set up the archery lanes and run all of this for free as long as they could promote their summer camps during the fayre - these partnerships are very helpful

Committee Roles:

1. Ellie and Sara nominated as cochairs - Michelle seconded
2. Laurie, Julie and Petra secretaries - Sara seconded
3. Michelle, Felicity and Matt treasurers - Laurie seconded
4. We need to rethink our communication strategy internally as well as externally
 - a. Internally, we will use WhatsApp to communicate with class reps
 - b. We will close the private Facebook page, but keep the community-facing page
 - c. For external communication, we will use E-schools newsletter, WhatsApp and posters outside classrooms
 - d. We will also investigate getting a PTA notice board to put on site

Class Reps:

1. Caroline Lamb - Amber
2. Cara Sakar - Crimson
3. Katie Adams - Sapphire
4. Suzanna Atkinsons - Indigo (need to confirm)
5. Natalie Wiltshire - Cherry
6. Sara Russell - Turquoise
7. Laurie Barton - Magenta
8. Ellie - Primrose
9. ? Need a rep for Sunshine

Upcoming Events:

1. Quiz night - 20th October
 - a. Need to look at the cost of fish and chips - suggestions included

- i. Curries
 - ii. Crown Way Street Food
 - iii. Costco
 - b. Committee agreed to research options and find the most cost effective to increase profit margin without increasing ticket price
 - c. We would recommend individual portions as these are easiest to share out during the quiz night
 - d. Spirits and alcoholic beverages will be provided by Sachi Mano
 - e. The committee needs to organise communications through the school newsletter and WhatsApp groups for a quizmaster and for quiz question creation
 - f. A sound system will either be purchased by the PTA, or borrowed, as Sara knows someone
2. Christmas Fayre
 - a. If we do not have stalls, we need games or activities to keep the children entertained
 - b. We will revisit with a subcommittee and fresh ideas
 - c. Last year, we held it from 3:30 to 7pm
 - d. If a class would take an activity (ie, Crimson class runs the tombolla and makes sure it is staffed, etc) is a way to make organisation manageable
 - e. Could we have additional performances (Liz's dance group) or reading Christmas stories?
 - f. The staff will be Santa's elves again this year
 - g. It will not be joint with the Junior School this year
 - h. It will be held on Friday the 8th of December
 3. The PTA will fund the student Christmas party on 22nd December
 4. Agreed to run Hot Chocolate Days on December Fridays - 1st, 15th and 22nd
 - a. Will need 6-7 people for each event
 - b. We will offer coffee at the event too
 5. Mother's Day Present Room on the 8th of March
 6. A suggestion was made to look at adding in dates that are not only Fridays
 7. The PTA has been asked to fund the sunflower challenge on 8th April - buying supplies and sunflower seeds
 8. Sponsored Bounce the morning of 26th April
 9. Superman Present Room for the 14th of June
 10. Sports Day Ice Cream the 23rd of May
 11. Pyjama Parties on the 7th and 8th of February
 - a. Two committee members to organise each event
 - b. Provide craft opportunities (we have some of these in the shed)
 - c. Provide juice and biscuits - could we do popcorn this year?
 - d. Runs from 5-6pm