

The Topsham School PTA
Meeting Minutes
Thursday 10th October 2024, 8.00pm
Online via Zoom

Present: Joana Osorio, Kate Sidaway-Lee, Martha Gibbons, Nicola Dow, Lindsey Henderson, Jess Powis, Sophie Gibson, Sarah Powell, Nadine MacLennon, Katrena Whitehead, James Taylor, Niki James, Nick Coleridge, Rosie Abraham

Apologies: Catherine Vanrenen, Giancarla Setter, Teri Lammin

Item	Discussion points	Action
1. AGM and matters arising	<p>JO welcomed the committee and summarised the agenda. The AGM minutes were reviewed and matters arising discussed.</p> <p>Matters Arising: MG to follow up with Mel Dew regarding Carl Grindrod being approached to sit on the committee as Parent Governor rep.</p>	MG
2. Christmas initiatives	<p><u>a) Cards / Gifts</u> JO updated the committee on the status of this year’s personalised Christmas cards scheme. Templates are in school, for designs to be completed in class until 17th Oct. Order forms are then distributed by the school for parents to preview and place orders online (deadline 15th Nov). Orders will be delivered back to school by 29th Nov.</p> <p><u>b) Christmas Hampers</u> We agreed to repeat the coloured hampers theme by year group. This year’s colours will be Red, Green, Purple, Yellow, White, Grey/Silver and Orange. School will randomly allocate colours to year groups.</p> <p>LH and NJ to source and wrap crates. These will be left in Reception for donations, to begin after half term.</p> <p>Year Reps to communicate to parents and encourage donations.</p> <p>It was agreed that two books of raffle tickets will be distributed to each family in the school to sell externally.</p> <p>We discussed whether it is worthwhile trying to sell to the wider community (e.g. outside Matthews Hall). It was agreed that this would go ahead again this year and JO suggested Sat 30th Nov at Matthews Hall. Details to be confirmed at a future meeting.</p> <p>JO confirmed same number of tickets as 2023.</p>	<p>LH, NJ</p> <p>ALL</p>

	<p><u>c) Christmas Bazaar</u> 3.45pm start time confirmed.</p> <p>Tokens:</p> <ul style="list-style-type: none"> - Discussion around whether token sales should be made via the website. KSL confirmed that tokens have previously been sold by bank transfers, and noted that direct bank transfers cost the PTA less due to card charges, so selling on the website is not the preferred option. - Students receiving Pupil Premium will receive 10 free tokens. - Tokens are priced at 50p each. Majority of stalls cost one token, up to 7 tokens for Santa's grotto. <p>Stalls:</p> <ul style="list-style-type: none"> - Private stalls are charged at £15 – PTA members are asked to refer any local traders/businesses to JO if interested in having a stall. - NC to run the bar and will recruit a team of helpers. - NJ will run café side of bar with CV. - LH to coordinate Santa's Grotto - JO requested for class stall details to be confirmed at the next meeting, including price and space required. Prizes will be tickets to spend at the prize table. - Several members suggested that the prize stall could be located in a more central location rather than at the back of the main hall, to avoid too much traffic through the busy hall. All details TBC at next meeting. - JO confirmed no alcohol is permitted as prizes on any stalls. - Wheel of Fortune will continue this year. <p>KW confirmed some teachers will be involved and will confirm with JO who will be helping on the day.</p> <p>Food:</p> <p>JO asked for volunteers to prepare and sell food. Year Reps to ask in year groups for volunteers.</p> <p>JO will provide more details by email regarding quantities etc.</p> <p>NM will ask the school caterer if they can help in any way.</p> <p>KW will confirm with Mrs Todd if the school choir will be available again to perform, and whether instruments will be available from the music teachers.</p> <p>ND will ask Paul Fryer if he is available to assist with the sound system.</p> <p><u>d) Food Bank Donation</u> It was agreed that we will not be asking for Christmas food bank donations this year.</p>	<p>ALL</p> <p>NC</p> <p>NJ</p> <p>LH</p> <p>ALL</p> <p>ALL</p> <p>JO</p> <p>NM</p> <p>KW</p> <p>ND</p>
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	<p>e) <u>Mindful Monday postcards for Estuary League of Friends</u> LH noted that this was a decision for the school rather than PTA. KW confirmed that this was previously done by school leaders, MHAs and class ambassadors, plus a post box for children who wanted to make a card at home. She will coordinate within school.</p> <p>f) <u>Christmas Carols</u> This performance is usually organised by parents of choir members and promoted by PTA. ND suggested that promoting it as a participation event may attract more people. JO noted that the PTA's role is to raise money for all students, so any activity that raises money specifically for one group would not be coordinated by the PTA.</p>	
4. AOB	<p><u>Communication / Marketing</u></p> <ul style="list-style-type: none"> - JO thanked all involved in the installation of the new blackboard outside the PTA shed. MG to add the PTA website to the board. - Totalizer is in progress. - Christmas Bazaar external poster is in progress. - Social media: JO highlighted the fact that successful social accounts need a large time commitment and frequent posts. She noted that there are currently no volunteers able to commit enough time, and potential issues and complications outweigh the benefits for us at this time. ND noted that WhatsApp groups are a good form of communication for most parents, and improved external comms (e.g. posters/flyers) will help. - Discussed setting up a sign up link on the PTA website to allow people to join the mailing list for event and meeting details and minutes etc. JO to follow up. - SG highlighted the huge amount of PTA activity and how this is not currently being fully demonstrated to parents. We agreed on the importance of improving our communication strategy. JO to pick up with SG. <p><u>Sponsorship</u> JO asked all to consider possible sponsorship packs for local businesses and ways to attract more corporate sponsors – building incentives for businesses. SG suggested each member approach one business to ask what would encourage them to sponsor.</p> <p><u>PTA Cupboard clear out</u> JO asked for volunteers in addition to the members who previously volunteered, to diarise a date after school. All members to try and mobilise volunteers for a clearing session</p>	<p>MG</p> <p>JO</p> <p>JO/SG</p> <p>ALL</p> <p>ALL</p>

	<p>on a forthcoming Thursday afternoon. JO will communicate date with members.</p> <p><u>Charity car park</u> SP confirmed that we have the charity car park at Barnfield Crescent booked for Saturday 27th September 2025, 7.30am - 4.30pm</p> <p><u>Musical instruments</u> SP opened discussion on the provision of new musical instruments for school and suggested recorders might be a good starting point. KW noted that instruments have been previously hired from Music Devon, along with teaching plans. She will follow up with relevant school staff to decide how to source and what instruments would work best.</p>	<p>JO</p> <p>KW</p>
<p>5. Date of next meeting</p>	<p>Thursday 14th November 2024, 8pm</p>	