

Friends of Porthleven Community Primary School, PTA. September 2020 – July 2021.

Thursday 19th November 2020, 8pm, Online Zoom Meeting Agenda.

1. Welcome:

At the last PTA meeting before lockdown, Hollie Shannon, Amy Claridge and Kay Stevens mentioned they would take on responsibility of keeping the PTA going, as other parents retired from the PTA. In October the school office contacted Ms Hollie Shannon by telephone on behalf of the PTA, regarding PTA funds that are available. Ms Hollie Shannon has then communicated with Ms Amy Claridge and Ms Kay Stevens on how to progress forwards. All friends of Porthleven School are encouraged to engage in the PTA via the "Parents and Teachers of Porthleven School" PTA Facebook page/the school newsletter/this PTA zoom meeting.

The school already benefits from volunteers helping by being governors and classroom volunteers (assisting with reading and running clubs and activities). It says on the school website "PTA is for the children of our school, it is about enhancing the school and its facilities", that's what this meeting aims to achieve

2. Make a decision on how to spend the current £885.34 of PTA funds:

In October 2020 £885.34 was handed across from the Porthleven school office (Ms Lisa Roberts and Ms Gemma Attwood) to the Porthleven School PTA (Ms Hollie Shannon) because there is a legal limit to how much cash can be kept at the school office. Ms Hollie Shannon researched the type of bank account required with Lloyds Bank, due to staff restrictions due to Covid no new accounts of this type are currently being opened at Lloyds.

- A. Christmas napkins for Christmas lunch day? (requested by school).
- B. A book, for each child, from Santa/ Porthleven School, to be given out on Christmas lunch day? (to be ordered by Hollie Shannon).
- C. First aid training for each child? School already has first aid dummies/manekins but the first aider who taught first aid at school retired so a new first aid teacher needs to be found.
- D. Colourful friendship benches in the playground?
- E. Business representatives to do class presentations on National/International Days? Which National/International Days would parents/school like to celebrate?
- F. Virtual school trips? I.e. The Eden Project.
- G. What funding has been used for playground updates in the past, do the PTA need to accumulate funds for the next time they need renewing in the future or does the school already include this in their budget?
- H. Other ideas?

3. Socially Distanced Fundraising Ideas:

- A. Easyfundraising.org.uk. Ordering online purchases through a fundraising link? (This could be easily actioned with little time required from parents/school?).
- B. Kids drawings on Christmas Cards/tea towels etc. IQ Cards/ Artscreen.co.uk/school-fundraising.co.uk all provide this service. (Christmas card pack deadlines are September to October, so maybe next year Xmas cards, if teachers happy to dedicate some time to the kids designing their Christmas cards or could it be an activity for wet days when lunchbreak is inside? Would it be a welcome activity or an unnecessary extra?).
- C. The Big PTA Raffle 2020 on Parentkind.org.uk? (Draw date early Dec, so maybe next year?).
- D. Grant applications (info on Parentkind website)? A parent mentioned the local Cornwall councillor may have a small community fund to apply for. Are there parents who have experience in successful grant applications?
- E. Non-school-uniform days? Teachers do PJ/onesie movie days as class rewards already. School do charity fundraising non-uniform days already i.e. for Children in Need. Are more non-school uniform PTA fundraising days required/is a calendar needed/one every half term? I.e. Donations on Odd Sock, Antibullying Day 16th November 2020?
- F. Class sponsored scoot/run/walk/danceathon?
- G. Other ideas?

The school office has highlighted that due to Covid handling cash needs to be minimised, therefore for events (such as non-school-uniform days) donations would need to be paid into a PTA funds bank account online instead? Ms Hollie Shannon is looking at PTA bank account options. Or can Parent Pay accounts be put on Parent Pay by school, titled for each fundraising event, i.e. PTA Xmas Cards, PTA Odd Sock Day Donations etc and then be transferred to the PTA bank account when it can be opened?

4. Parentkind.org.uk (formerly PTA UK) membership/insurance is:

- A. Current?

- B. Due for renewal?
- C. Unnecessary due to events cancelled for the foreseeable future due to Covid?
- D. Useful for fundraising support? e.g. raffle tickets through parent kind to avoid the extra organisation of licences etc.

Ms Amy Claridge has the log in details (that have been passed on from previous PTA parents).

We need to remember that if a PTA raises over £5000/year it needs to register as a charity by law. If so, are there parents with experience of registering charities that would like to register if/when it becomes necessary?

5. The PTA Facebook page:

- A. Useful as a forum for parents to be able to discuss school queries and fundraising ideas.
- B. Useful for parents passing on school uniform.
- C. Other ideas?

Hollie Shannon and Amy Claridge have been forwarding information from the school Facebook page to the PTA Facebook page as it improves communications further by giving notifications to parents that something new is on there, so parents receive the info when it is current.

6. PTA school-home contact:

- A. Do attendees agree that Zoom is the best way to meet currently due to Covid?
- B. Will one-person action each thing independently or are Sub-team meet ups in person/Zoom required in order to progress?
- C. Should we keep the PTA email address? We can't currently access it with the password, we need to contact former PTA parents for the verification details. Who would like to maintain it?
- D. Should a table of school online information be given to each pupil/new pupil to encourage inclusion and if so, who would like to complete/action this?:

<u>Porthleven Community Primary School information sources:</u>		
Porthleven School Website: http://www.porthleven.cornwall.sch.uk/website		
Porthleven School Office E-Newsletter:		
Telephone Porthleven School Office: 01326 562249.		
"Porthleven School" Facebook page.		
"Parents and Teachers of Porthleven School" Facebook page.		
	<u>Username</u>	<u>Password</u>
Google classroom (All school)		
E-schools (All school)		
ParentPay (All school)		
Numbots /Times table Rockstars(Year 1 -6)		
Accelerated Reader (Year 2 -6)		
Tapestry (Nursery/Reception)		

- 7. A PTA Treasurer, Secretary and Chairperson need to now be confirmed/elected at this meeting, so that legal requirements are met and the PTA can open a PTA bank account with signatories etc.
- 8. Thank you/Other business?
- 9. Date of next meeting: