



**Minutes from PTA meeting:**  
Monday 13<sup>th</sup> March 2023

**Attendees:**

Daisy Pratt (DP)  
Laura Hutson (LHu)  
Leani Haim (LHa)  
Nicole Lipscombe (NL)  
Claire Hogan (CH)  
Tzina Papadopoulou (TP)  
Sarah Wilton (SW)  
Helen Lerwill (HL)  
Pippa Cotton (PC)

1. All reviewed minutes from last meeting. Updates covered in the notes that follow.

**2. Upcoming events:**

**School Disco on 24<sup>th</sup> March:**

DP thanked everyone for updating their availability and will be creating a rota later this week. We are well staffed for setting up and the KS1 disco session, but we need a couple more helpers for the KS2 session. **KS2 parents on the PTA to see if we can drum up some helpers through class/year WhatsApp groups and friends.**

Wristbands will go on sale w/c 20<sup>th</sup> March and we will be selling advance tickets at pick up. **DP to find out who can help sell these and create a rota.**

Face painting prices will go up to 50p each and we discussed ways to improve the layout for better flow of children (no bottlenecks at sweets/cake shop) and better lighting for the face painting. **DP to pull suggestions together and share a plan 18<sup>th</sup> March.**

**Eco Council Clothing Sale - 31<sup>st</sup> March:**

HL asked for helpers to take clothing donations to swimming pool changing rooms during lead up to the sale w/c 27<sup>th</sup> March and is organising a get together on Thursday 30<sup>th</sup> March to sort donations into size order. Time TBC but potentially from 7.30pm. **If you think you might be free to help for an hour or so at school in the evening of 30<sup>th</sup> March, please let Helen or Daisy know.**



Nicole suggested running a party clothes swap in the lead up to a future disco and all agreed the two events would work well together.

HL would also love PTA help on 31<sup>st</sup> March from 12.45pm onwards to help sell clothes. **If anyone can help with selling for Eco Council and PTA on 31<sup>st</sup> May, please could you let Helen or Daisy know.**

We talked about running a bake sale at the same time to draw more parents in and as a way of raising extra money for the PTA. SW suggested selling doughnuts instead of asking for parent donations, as we're also relying on these for the school disco. **DP to speak to the Co-op to see if they can supply them for us.**

#### **Parents' Quiz Night – 22<sup>nd</sup> April:**

DP and ER will meet on 17<sup>th</sup> March to start formulating a plan for the quiz night and will report back to the committee. **If anyone would like to be involved in the organising of this event, please let Daisy know!**

DP is going to look at the size of the hall and draw up a potential layout so we know how many tickets we can sell. We may also source chairs from one of the village halls.

We talked about the ticket price – most popular was £12.50 a head, to include sharing food (antipasti/cheeseboard etc) and a drink. We will also run a bar to sell extra drinks and refreshments on the night.

Tickets will go on sale on 31<sup>st</sup> March – we'll publicise the event in the newsletter and The Wychwood Leaf, Facebook, School Twitter and the website. NL to work on a poster once details are confirmed. Because ticket sales will happen over easter holidays, we'll ask parents to book via the dedicated PTA email address. **DP to ask LJ and JR if we can set up a paypal account linked to the PTA bank account for electronic ticket sale payments.**

We also talked about a prize for the winning team and most popular choice was a cash prize so it's easy to split between a whole table.

**DP / ER to look into temporary event licence to sell / serve alcohol.**



### **Film Night – May (date TBC):**

DP suggested organising a film night for our May fundraising activity. NL said that a friend, who runs a PTA for Great Rollright, does these regularly at their school and they work really well. Ideas would be to screen a film for KS1 and KS2 straight from school until around 4.45/5pm. Cost would be £5 a ticket to include a drink and hot dog/snack (TBC). **DP to look at viability with JR and JH (especially around after school clubs).**

### **3. Sub-committee updates:**

#### **Marketing:**

DP thanked LH for the brilliant new PTA logos – all agreed they look fab! DP reported display boards have been ordered and the website is now fully up-to-date. DP has had training from JH on how to update the website and will continue updating it going forward. Next marketing jobs are a poster for the Quiz Night, which NL is kindly working on.

#### **The Wychwood Leaf:**

DP is coordinating articles for the next issue (out on 31<sup>st</sup> March), with help from CG, SK and TP. **If anyone would like to be involved in helping to research/write articles on a monthly, or more ad hoc, basis please let Daisy know – the more the merrier!**

#### **Bake for Books & Chastleton Teas:**

We will write a story in Wychwood Leaf to explain what *B4B* is, with a view to launching first bake sales from end of April/beginning of May. **DP to chat to LHu and CG to see if they're happy to help coordinate.**

CG has kindly been liaising with Chastleton House (National Trust), which is in the village of Chastleton (between Stow and Kingham) to secure two dates to sell cakes, teas and coffees etc during their busy summer months. This would be a brilliant fundraising event because the footfall is very high and we get to keep money raised. **CG will report back once she has heard from the Chastleton team.**

#### **Eco Council:**

HL said that Helen Mayo has a lot of second hand jumpers that aren't good enough to sell, but would potentially make good homemade bunting, which could



then be used as decorations at school events. NL suggested we host an evening, with the help of a skilled local seamstress, to learn how to make bunting and run it as an event. LHu added that we could also use summer dresses that aren't suitable to sell. **HL to find out how much fabric we have, to see if there's enough, and we'll go from there!**

#### **Local grants:**

DP would love to explore local grants and funds that we can apply for to help us reach our fundraising target. We could also look for a local business sponsor for The Wychwood Leaf. LHa kindly offered to help with researching and applications. **DP and LHa to compile a list later in the summer term!**

#### **4. Other Fundraising ideas:**

##### **Coronation souvenirs/competition:**

DP reported that JR also liked the idea of creating a design for a commemorative coronation mug and suggested Cauliflower Cards for this. **DP to chat to PC and CG about setting up.**

LHu has found a company making special commemorative leather bookmarks that we can create in green overlaid with the school logo in gold/silver and asked if the PTA could fund one for each child as a special gift/keepsake **DP to explore with JR and report back.**

##### **Sports Day bacon sandwiches:**

TP had the brilliant idea of selling bacon sandwiches, teas and coffees during sports day this summer. **DP to ask JR and report back.**

##### **Easy Fundraising:**

We need to write up an easy guide to setting up Easy Fundraising, as an equivalent to Amazon Smile (now ceased). Once set up on your phone/computer, if you buy from websites that are partnered with the scheme, you earn money for your chosen charity. **If anyone has time to write up a concise paragraph for the school newsletter about this, please let Daisy know!**



### **500 Club:**

We will review this idea in July with a view to launching in the next academic year. **If anyone would like to be involved with setting this up alongside ER and DP, please let Daisy know.**

### **5. Treasury update:**

DP reported that LJ is now fully set up with Barclays, which will streamline our finance processes.

LJ has suggested moving some of the PTA funds into an attached easy savings account to take advantage of interest rates. All agreed this was a good idea. **DP to check anything preventing us from doing this with JR.**

CH asked if some PTA funds could be kept back / given as funding for educational psychologists in school after hearing of funding shortages. **DP suggested getting extra clarification on current situation and will chat about it with JR.**

### **6. AOB**

TP voiced concerns over communications not being clear enough in the past – **DP to think about ways of streamlining/helping with this.**

**LHu to look into whether we can get a free Canva Pro account as a registered charity.**

**Next meeting date:** *Wednesday 19<sup>th</sup> April from 7.30pm (venue TBC)*