



AGENDA



- Welcome & Apologies for Absence
- Election of PTA Committee & Class Representatives
- Treasurer's Report – Academic Year 2017/18
- Fundraising target & activity planning – Academic Year 2018/19
- Any Other Business
- Date of next meeting

MINUTES

Meeting Opened: Friday 14th September 2018 @9:13am by Nikki Rooney.

Present: Mr Avey, Sam Martin, Nikki Rooney, Lorna Prill, Mina Gingell, Jo Houslander, Warren Stanborough, Tanya Denis, Amy Hodge, Emma Milnes, Catherine Pinder, Laura Mott

Nikki & Lorna are happy to continue as PTA Chair & Secretary respectively.

Sam has stood down as Treasurer after 9 years in this role and during this time Sam has helped to raise just under £36,000!

Mina Gingell has agreed to take over this role and no objections were raised so Mina was voted in.

Class Reps:

Reception – Laura Mott (William's mum)
Year 1 – Shona Laachal (Eisa's mum)
Year 2 - Mel Bowden (Toby & Ollies mum)
Year 3 – Lorna Prill (Aurelia's mum)
Year 4 – Jo Houslander (Eleanor's mum)
Year 5 – Judy Warren (Harriet & Rupert's mum)
Year 6 - Martina Forsythe (Reece's mum)

Academic Year 2017/18:

Minutes of last meeting on 4th May 2018 (will be made available on the [PTA webpage](#)) were passed to be read and agreed by Mr.Avey following today's meeting (done).

One action point from the previous meeting was discussed. At May's meeting it was proposed that the PTA (Parent Teacher Association) be re-named Friends of Rusper Primary School (FORPS) to support and encourage the inclusion of individuals living within the village and surrounding areas who have no direct connection with the school but are ready, willing and able to help and support the school in any way that they can. It was agreed at the previous meeting that all school parents would be asked to vote. The vote took place between the 11th & 21st May 2018 during which 37 responses were received. 31 votes supported the name change and 6 votes rejected the name change. Parents were notified of the vote results via email on the 22nd May and no objections have been received so Nikki, Mina and Nick will now commence the administrative processes to formally change the charities name.

Sam ran the group through her Treasurers report, focussing on highlighting the growing income being received through EasyFundraising, the monies raise by the jumble sale and car boot, as well as the Summer Fair. All cash was banked at the end of terms when working floats etc were no longer required and £8,750 was transferred to the school for safe keeping in case there should be any problems accessing funds whilst the account signatories and name are changed. The account balance is therefore currently £217.19.



The group were informed that Mina is looking into suitable bank accounts in case it proved easier to set up a new account for the charity rather than update the existing very old account. Sam has produced a full handover document that has been provided to Nick, Nikki & Mina containing all the information that should be required and she also confirmed that the annual Charities Commission return was submitted by 31/08/2018.

Academic Year 2018/19:

The group discussed and agreed the following events/activities for the year:

Autumn Term

Class fundraising – orders deadline Wednesday 17th October

Christmas Hamper Raffle – action required around October half-term

Christmas Shop (during school day) & Fair (after School) – 14th December-reiterate price per present some parents unclear on this

Spring Term

Valentines Disco – Nikki to check village hall and Alan's availability for the week before February Half-term

Comedy Night – Thursday 7th March 2019. Village hall & Comedy Beats Act booked. Advertise in January

Childrens Sponsored Activity – possibly to coincide with National Skipping day on Friday 22nd March 2019

Easter Egg Trail – Nikki in contact with Ghyll Manor to agree a date before school breaks up for Easter

Rusper MayDay Celebrations – Bank Holiday Monday 6th May, the whole village comes together for the day, suggested sponsored 'superhero' run, could work as road closed for May Day. This is to be decided nearer time.

Summer Term

School Sports Day – date to be agreed. It is proposed that the focus should return to providing purely refreshments (alcoholic & non-alcoholic, hot & cold) as well as cakes and snacks.

End of term celebration – it has been suggested to run the 'Summer Fair' as more of an 'end of term celebration', possibly up at the Rusper Sports Club rather than following sports day this year.

FORPS Working Group

In addition to the fundraising activities described above the group discussed the idea of forming a Friends of Rusper Primary School working group. This group would be made up of parents and other willing volunteers from the surrounding area whose purpose would be to help maintain the school as a safe learning environment through organised 'DIY' days. These could be organised on an ad hoc or regular basis, most likely on a Saturday afternoon. With this in mind the school has provided a list of jobs that currently need doing with a priority ranking High, Medium & Low. The group agreed that this was an appropriate thing for FORPS to co-ordinate and so given the urgent need for many of these jobs to be completed it was agreed that Nikki would put out an announcement via Classlist & Facebook, and through the school detailing the kinds of jobs that need to be done so that interested parties could get in touch and a working group be formed.

Non-School Uniform day every half-term

Last year we started using dress down/non-school uniform days to collect items that we needed donating for events and so the idea was proposed to extend this to once every half-term. If there is no event imminent that we need to collect donated goods for then the idea is that every child will pay £1 and be entered into a draw to win a cake to take home. One volunteer would provide the winning cake on each occasion and this was felt less burdensome than requesting all parents donate cakes throughout the year.

Fundraising Activities – Autumn Term

Annual Subscription – It was agreed that a formal request for subs will not go out to parents this year, but that a communication would go out informing parents of the different ways that they can help support FORPS which include donating £10 per family to get the years fundraising started should they choose to do so. Sam emphasized the importance of getting this message out very soon and the group spent some time discussing how best to communicate this.



EasyFundraising – at present we have 29 members raising donations through EasyFundraising. The current total raised is £460.60, with payments being received on a quarterly basis. It was agreed that further effort will be made to improve awareness amongst parents of this easy way to generate donations for the school when shopping online. An announcement will be made via all communication channels (Classlist, school...facebook?) to further raise awareness.

Christmas Cards – We will be using www.classfundraising.co.uk again to raise funds from the sale of Christmas cards, wrapping, gift tags, mugs etc carrying designs created by each child at school. The artwork is being done this week so that Nikki can dispatch them on Monday 17th September. We will then receive sample cards of each child's design that will be sent home to parents with an order form. Orders must be placed by Wed 17th October in order to secure the highest fundraising returns. Mr A has agreed the timeline and everything is currently in hand.

Hamper Raffle – The timeline for this year's hampers has been brought forward in order to enable the local pubs in the area to display hampers and sell raffle tickets. This means that lists will be circulated to class reps before October half-term so that parents can source and bring in their donations during the first week back. Nikki has got some wooden crates but we may need to source some more and enquiries will be made in the playground as to whether there is a parent with the suitable skills to be able to put the hampers together. Sam emphasized the need to get raffle tickets printing organised early in order to have them available to circulate for sale. The draw will again take place during the Christmas Fair and the two village pubs are potentially happy to display/sell tickets for this as currently raises around £700 each year.

Christmas Shop – it has been agreed that this will go ahead during the school day on Friday 14th December.

Christmas Fair – this will take place the same day as the Christmas Shop (14th December) but after school (15:30-17:30) in the Village Hall. The idea is that parents collect their children and attend the Fair. Note some children will be involved with running class stalls. The Phoenix Cards lady has already been in touch but is unavailable on the day of the fair this year so will not be taking a stall. Nikki has been contacted by Steve Goodwin who has agreed to pay £40 to have two tables selling LEGO decorations & games etc. Sam will give Nikki contact details for Amanda who is a qualified florist living in the village in case she wishes to have a stall. Ruspers very own 'Santa' has been booked to talk to children and pose for Christmas pictures/selfies for a fee. We will look into the possibility of providing him with sweets to hand out to children for a small fee/donation as well. Nikki has also been in contact with Mole Valley Christmas Trees who have confirmed that they are happy to take orders for Christmas Trees and make a £5 donation for each tree brought. She is awaiting confirmation whether pre-ordered trees could be delivered to school for parents to collect on the day of the Fair.

Fundraising Target

One of the ideas proposed last year was to fund a replacement structure for the chalet shed that had to be taken down because it had become unsafe. The idea was to build a larger structure upon the existing concrete slab that could provide storage and additional breakout/practice/classroom space. This idea is currently being revisited. The site has recently been photographed and measured, and planning/building requirements are being investigated so that the full logistics and likely costs of building a new structure on site can be explored. It is acknowledged that these this will take time but the group voted and agreed that funds will be raised this year to further increase the pot of money that could be spent planning, building and furnishing a new outbuilding.

Any Other Business:

Sam was presented with gifts to thank her for her 9 years as Treasurer.

Date of Next Meeting:

To be agreed

Meeting Ended: 10.37am - Nikki Rooney thanked all for attending.