



John Rankin Schools

PTFA Meeting

Thursday 18th January 2024

John Rankin Junior School

Minutes

Present: Rebecca Hunt (Co-Chair and Secretary), Ryan Pascoe (Co-Chair and Treasurer), Michelle Evans (Co-Vice Chair), Flora Cooper (Executive Head), Amber Parker-Wilson, Jennifer Allen, Katy Atkins

Apologies: Kerrie Newton, Vicky Breakspear, Vicky Hesketh

| 1. WELCOME & APOLOGIES | ACTION |
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| <p>Rebecca opened the meeting and apologies were noted.</p> | |
| <p>2. MINUTES FROM 21st September 2023.</p> <p>Christmas cards- The process was easy. Only expense of JRS was ordering the thicker paper vs using regular office paper (£35). Probably a bit more admin on the teachers as they needed to stick the unique QR code stickers to the back of the child’s art work. The company were very friendly, quick to respond to queries and overall a pleasure to work with. We had similar number of sales as the previous year but did make slightly more money (around £545 vs the £405 from the previous year). Kerrie received no negative feedback from parents so would recommend using Art Projects for Schools again. Next time she would staple the order instructions to the art work before the children take them home for parents to order as some parents just assumed their child had brought a drawing home and not realised it was their Christmas card design</p> <p>School Hamster- Hamster found being a therapy hamster stressful so went home to live with Laura instead.</p> <p>Food Fest-alternative ideas- Due to last term being very busy with 2 major events plus smaller events/fundraising to organise we didn’t have the capacity to organise a social evening- will discuss again ahead of next September to try and put something in place for September 24.</p> <p>Teacher Requests-</p> <p>Mrs Kirk- Resources for the nurture rooms have been bought and paid for.</p> <p>Flora: 'Imagine If...' Curriculum - Continuous Provision Infants – Lists of resources needed are being collated</p> <p>Outdoor Chalet (Knock Down and Re-Build)-this is currently being looked into/further ideas are being discussed.</p> <p>Outdoor Pond Re-establishment- have received £10K through The Good Exchange so this should cover all costs. Getting quotes in from local companies/families linked to school</p> <p>Coffee Shop– Still in discussion and looking at Horse Boxes on eBay. Bring money into the school and an opportunity for children to get involved and experience real life learning/learning with a purpose. Could perhaps work with St Barts students to help refurbish it.</p> | <p>Kerrie</p> <p>PTFA team</p> |

3. TREASURERS REPORT

See Report attached. Please note that these are interim accounts.

Ryan

For the YTD the PTFA raised a total of £11,369. This is a similar level of fundraising up £500 from the year before for the bonfire night and Christmas bazaar.

PTFA costs YTD is £490, which is up £36 compared to last year. Fees include parentkind subs, new urn, web hosting fees and first aid equipment for the major cots.

Current cash/bank balance of £45,102. After ring fenced funds, unrestricted designated funds, we have £30,252 available for school funding leaving a £3,000 reserve for running costs.

4. CHRISTMAS BAZAAR FEEDBACK

Another success- made similar to last year though actually took more on the day as raffle ticket sales were much lower this year than last year.

Raffle tickets- so much easier from an organisational front but sold much less than last Christmas. Think we do need to take into account how much easier online tickets are for our own sanity with workload! May also need to sell them online for a few events for people to get used to it. (Since the meeting, having looked at how much raffle ticket sales were in the summer, sales this time were actually only down £100 or so from the summer so lower sales may actually be a sign of the times/current cost of living). Perhaps send home a slip of paper with QR code and link to Raffle tickets as a physical reminder for parents. Ryan to set up a redirect button/reminder pop up for when people buy Colour Run tickets.

Rebecca/
Ryan

Downside was that in this draw quite a few people won twice.

Worked well in juniors but would change some rooms around to help ease congestions where it was busy. (Face painting – library area, bar in the hall (less tables needed), wine game in a classroom)

Crafts – low sales so just sell kits next year on same stall as reindeer food and cones

Decorate a cake made a loss - scrap or put in Grotto experience

Have more games instead as this is what is popular. Knock an Elf of the Shelf was very popular- have 2 stalls with this game?

BBQ? Where would be best? Same place as Bonfire night- entry via hall back door with plenty of signage?

Grotto:

Lots of positive feedback-kids and parents loved it. Santa was great. Presents went down well. Ticket sales up from last year.

Scrap making reindeer cones as too fiddly and parents didn't help! Perhaps replace with

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| <p>melted snowmen biscuits or similar.</p> <p>More volunteers needed for reindeer food and lower tables.</p> <p>Free standing Elfie Selfie Frame.</p> <p>Line entrance to grotto with trees.</p> <p>More explanation needed about how the grotto works when they buy their tickets.</p> | |
| <p>5. PA SYSTEM UPDATE</p> <p>Been on back burner due to planning Bonfire night and Christmas Bazaar Want to make sure that we make the right decision and not rush into it. Various recommendations from Nia's contact who is in the profession, along with Andy- big price differences. Further research/looking into it needed but think we will go with Nia's contact's recommendation – 2 speakers and stands £1100ish. Original suggestion was around £2350 so this one is a better price.</p> | <p>Rebecca/ Ryan</p> |
| <p>6. 2nd HAND UNIFORM- HONESTY BOX</p> <p>Lots of uniform so could do with selling more often...</p> <p>Ideas: Store in Hexagonal shed and get out each afternoon/honesty box. Sam Pascoe happy to organise. Hexagonal shed is now being used regularly so this is no longer an option.</p> <p>Have a box of uniform kept in the Reception entrance/honesty box. Refill/top up weekly?</p> <p>Volunteers who are in charge of 2nd hand uniform would like to run a 'shop' once a month (last Friday of the month) or half term. Decided that we will run with this option for now and see if it works then reevaluate. Perhaps have sales for specific items e.g. Jumpers/cardigans one time, trousers/skirts another time, summer clothes another.... People can then email in with requests in between. Reminder of email address for 2nd hand uniform requests: johnrankinuniformrequests@gmail.com</p> | <p>Kerrie and Katy</p> |
| <p>7. AMAZON WISHLIST</p> <p>Suggestion that Teachers create an Amazon wishlist of things needed for school. Families who can afford it may be happy purchasing some of the items for school or may have them already at home to donate.</p> | <p>Flora/Teachers</p> |
| <p>8. TEACHER REQUESTS</p> <p>Andy- If the old hut in the Infants playground is removed could he have it to use as a workshop? Approved by all.</p> <p>Old PTFA boards- some teachers would like to use them to display information such as</p> | <p>Rebecca</p> |

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| <p>Sports fixtures or SEN info. Approved by all.</p> <p>New glass fronted display board-for posters/info to be displayed for parents to see. PTFA could also put up posters such as for each event/ useful info such as email addresses (general and uniform), website etc. Would we need 2/3 boards so boards near Foundation Stage/Infants/Juniors? Ask Andy to get prices.</p> | |
| <p>9. PTFA REQUESTS</p> <p>New fridge- PTFA fridge is broken so need to source a new one (preferably a tall fridge). Keep an eye out for 2nd hand/free. I might have one but not for a few months.</p> <p>Another shed? Useful to have 1 shed just for uniform as the amount is increasing and current storage of uniform can be difficult to get to as the amount of other PTFA resources is increasing too. Where put it? Concrete area outside back of nursery? Try and find someone who could help fund the shed/donate one- 2nd hand? Approach any companies who may be able to help?</p> <p>New wine rack for wine game- Keep an eye out for 2nd hand?</p> <p>Extension lead- need to check as may need to replace one as one stopped working during Christmas Bazaar.</p> | |
| <p>10. VIRTUAL BALLOON RACE</p> <p>Balloonrace.com £39 set up fee 12% fee on transactions.</p> <p>We provide prizes- Flora will check Hot Air Balloon Ride is still a possibility and Ryan to source a couple of other prizes so can have 1st/2nd/3rd.</p> <p>Can uploaded backgrounds – could use some of school etc.</p> <p>See Top 100 balloons in race.</p> <p>Sell balloons for £4</p> <p>Runs for 7 days</p> <p>W/b 11/3/24- ties in with Theme week- can view the race throughout the week in assemblies/classes</p> | <p>Rebecca</p> |
| <p>11. SUMMER EVENT</p> <p>All agreed to run a Colour Run Fun Fest again. Can link waiver to tickets via the new website so this should make things much easier and quicker/smoothen for checking in before the race.</p> <p>Planning meeting date 21/3 Bowlers Arms 7.45pm</p> | <p>Rebecca/Ryan</p> |

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| <p>10. FUTURE EVENTS:</p> <ul style="list-style-type: none"> • Y1 & Y2 Disco- 7 Feb • Y3/4 & Y5/6 Discos- 23 Feb • Bag2School- 26/27 Feb • FS2 Disco- 28 Feb -3.15-4pm • Virtual Balloon Race – w/b 11 Mar • Easter Egg Hunt- 27 Mar • Summer Event planning meeting- 21 Mar Bowlers Arms 7.45pm • Break The Rules Day – 24 May • Bag2School -17/18 Jun • Mufti Day - 3 July (a few days before the summer event due to sports day) • Summer Event – 6 July | <p>Rebecca/Katy Rebecca/Katy Rebecca/Michelle Rebecca/Katy Rebecca</p> <p>Rebecca/Amber Rebecca/Ryan Rebecca Rebecca /Michelle Rebecca</p> <p>Rebecca & Ryan</p> |
| <p>10. ANY OTHER BUSINESS.</p> <p>Vodafone Matched Funding- Aaron to look into as we believe that those part of Vodafone UK Employees can no longer take part in scheme but those in Vodafone Group can. Not received the monies that we claimed for Bonfire night yet- ask Aaron to chase.</p> <p>Adult Quiz night – 20/4 Ryan to organise</p> <p>Bag2school- Flora is happy for donations to be dropped off on the Monday after school as well as the mornings- check Yvie is still happy doing this.</p> <p>Easter Egg Hunt- Amber is going to shadow Rebecca this year with the intention to take over running the hunts next year.</p> <p>DBS checks for PTFA committee/planning group- check who needs one done.</p> <p>Next meeting: Colour Run Fun Fest Planning meeting 21/3/24 7.45pm Bowlers Arms</p> <p>MEETING CLOSED AT 8.55 P.M.</p> | <p>Rebecca/Aaron</p> <p>Ryan</p> <p>Rebecca/Yvie</p> <p>Rebecca/Amber</p> <p>Rebecca</p> |