



John Rankin Schools

PTFA Meeting
Thursday 12th September 2024
John Rankin Junior School
Minutes

Present: Rebecca Hunt (Co-Chair and Secretary), Ryan Pascoe (Co-Chair and Treasurer), Michelle Evans (Co-Vice Chair), Vicky Breakspear (Co-Vice Chair), Flora Cooper (Executive Head), Amber Parker-Wilson, Kerrie Newton, , Vicky Hesketh, Helen Higgons, Helen Douglas

Apologies: Katy Atkins, Yvie Creasey, Jennifer Allen

1. WELCOME & APOLOGIES	ACTION
Rebecca opened the meeting and apologies were noted.	
2. MINUTES FROM 18th January 2024.	
Christmas cards- Kerrie is currently organising this with school.	Kerrie
Food Fest-alternative ideas- Will discuss later in meeting.	
Teacher Requests-	
Outdoor Chalet (Knock Down and Re-Build)- Andy will use as a workshop. Planning a	SLT/Andy Green
working party next half term to do this.	
Coffee Shop- Still going ahead and looking into suitable horse boxes.	
PA System- All bought and has been used at a few events. Pleased with it. Much	
better than previous system.	
2nd Hand Uniform shop- Can't set up a uniform shop in the old infant library as room is	Kerrie and Ryan
being used as a meeting room. Kerrie and Ryan are currently setting up an online shop	
via the website . Will need to work out logistics of getting items to parents etc.	
PTFA Requests-	
Fridge – Managed to pick up a small fridge for free. Found old PTFA chest freezer – in	
working order and perfect for events. Storage is an issue.	
New Wine Rack- Picked up a new one for free.	
Extension Leads- 2 more bought (for PA system)	
Noticeboards- bought and in use in Juniors and Infants	
Virtual Balloon Race- Didn't sell as many balloons as had hoped for/raise as much money	Rebecca
as wanted but was an easy event to do with little input for the PTFA. Will discuss in	
January if we want to do again this year.	
Summer Event— Awful weather and Euros match made it a trickier year and impacted	
tickets sold/amount raised though still managed to raise a decent amount given the	
circumstances, which were out of our control. Again we had lots of positive feedback	
about the event and everyone still seemed to enjoy it and have fun.	

<p>Adult Quiz Night- Not many tables sold but a good amount was raised on drink and food making it a successful evening. Lots of positive feedback and everyone enjoyed themselves. Ryan has already thought of changes to make ahead of the next one- add picture and music rounds, amend how to book tickets and timings, especially choosing a better time of year, not straight after a school holiday. February?</p>	Ryan
<p>3. TREASURERS REPORT</p> <p>See Report attached. Please note that these are interim accounts.</p> <p>Colour Run Fun Fest- £1.5K down on last year No Amazon Smile funding this year due to the scheme ending. Matched Funding from Vodafone received this year.</p> <p>The PTFA raised a total of £19, 635. This is actually very good considering the cost-of-living crisis we are living in and the issues which we had surrounding the Colour Run (poor weather and clashed with England playing in the Euros). Also need to remember that it is not just about the money but also about the community, enjoyment and fun.</p> <p>Funded school £16k this year. Amber will take some photos of all the things we have funded over the last couple of years, to share with parents via website, social media etc.</p> <p>Purchase of PA System was expensive (£1,250) but well needed. Though as a charity we are generally lean on expenses</p> <p>Still have £20k to spend.</p> <p>Ring fenced funds of £14,281- Imagine if, resources, Horsebox, Opal playtime shed, sports clothing, outdoor book library, Nursery Wendy house</p>	Ryan
<p>4. DISCOS UPDATE</p> <p>KS2 before KS1 so left over stock can be used at KS1 disco to try and avoid left overs</p> <p>KS2: Can't access hall until 6pm due to After School Club increasing their numbers to accommodate for parents needs. This means that will have to change times for the discos which we understand is not ideal but we don't have any choice. (DJ should be able to access hall at 5.30pm)</p> <ul style="list-style-type: none"> • Y3/4- 6.30-7.30pm • Y5/6 – 8-9pm <p>KS1 (then FS2 in Spring term)</p> <ul style="list-style-type: none"> • 2.10-3pm <p>Will be a quiet room for those not attending the disco- could look into having a sensory room with classical music....</p> <p>Silent disco for KS2 instead? Michelle and Vicky H will look into if this is feasible to organise in time for the 1st disco in October. If not, will look into doing it for Spring term.</p>	<p>Rebecca/ Katy/Michelle/ Vicky H</p> <p>Katy</p>

<p>5. BAG2SCHOOL UPDATE</p> <p>Andy has been looking into us having 2 clothes recycling bins onsite instead – 1 at Infants and 1 at Juniors. Emptied regularly Should earn same amount per kg Families don't have to store donations until we are doing a collection- can donate all throughout the year so hopefully we may receive more donations as some may donate to charity in between bag2school collections. <i>John Rankin Schools PTFA (logo)</i></p> <p>Will send home poster displaying what items can be donated, as well as putting one in the noticeboards and perhaps on the recycling bins themselves if possible. Will also put on social media- pin as a post on Facebook page? Put on website?</p>	<p>Andy Green/ Rebecca/ Ryan</p> <p>Ryan/Jenn</p>
<p>6. AGM UPDATE</p> <p>AGM on Thursday 10th October 7.30pm</p> <p>Need a minimum of 8 people to come along- more the merrier as also Christmas planning meeting afterwards</p> <p>Michelle is stepping down as Co-Vice Chair</p> <p>Rebecca is happy to continue on the committee this year but as next year will be her last year in school, and as she has been part of the committee now for her youngest son's entire school life she would like to step down next year so that she can enjoy her son's final year at school with him. Would be ideal if 1 or 2 People would step up to shadow her committee roles this year, making it easier for taking over next year. Rebecca will still be heavily involved with the PTFA next year but would prefer it to be as a supporting role rather than a leading role.</p> <p>Discussed holding the AGM in a local pub instead to make it slightly more casual (though still needs to be a formal meeting due to it being an AGM).</p> <p>Really need to get more parents involved- particularly new parents to school- have a PTFA member attend the FS2 welcome meeting to help promote the PTFA?</p> <p>Give out flyers to parents (rather than all being digital)- breakdown what we do and how can get involved: committee member, planning group member, part of a volunteer WhatsApp Group, Class Rep?</p> <p>Would like to set up a Volunteer WhatsApp Group so that parents can join and whenever we need volunteers we can ask on the group.</p> <p>Set up having 2 class reps- they will be part of a Class Reps WhatsApp group- feedback to classes important info/events/volunteer pleas etc.... support the PTFA with communication.</p>	<p>Committee Members</p> <p>Jenn?</p> <p>Vicky H</p> <p>Kerrie/school</p>

<p>7. PTFA SHED</p> <p>Desperately lacking space:</p> <ol style="list-style-type: none"> 1. Huge amount of school uniform (online shop but still need to store donations) 2. Resources are building up – particularly for Christmas Bazaar- Christmas trees/decorations/ games 3. Issue with storing Fridges/freezers which are needed for events <p>(New tables need to be purchased in not too distant future)</p> <p>Agreed that we would purchase a new shed if we can get planning permission- look at putting it behind the current PTFA shed in the infants- have a blackboard on the side for children to use.</p> <p>Ask if any local shed companies can donate a shed? Give us a good deal?</p> <p>Could ask if someone could store 2nd hand uniform in an unused garage etc (though this would not be a permanent solution).</p>	<p>Ryan/Brian</p>
<p>8. INTERNATIONAL FOOD FEST</p> <p>Will just do in school as members aren't keen for various reasons. Do a 'Freshers' social evening instead at the pub? Or a bbq and drinks at school to make it more affordable for all. Struggled to find a suitable date this term due to it being very busy- try for New Year/Jan instead when quieter.</p>	
<p>9. CHRISTMAS BAZAAR</p> <p>Planning meeting after AGM Thursday 10th October</p> <p>Raffle prizes needed urgently, particularly TOP prizes so can everyone please start asking!</p> <p>Online or paper tickets? Pros and Cons to both. In theory prefer online raffle but sales have been down for the last 2 raffles- not sure if this is because it's online or whether its due to cost-of-living crisis and people just aren't buying or whether its also due to not having any great 'top' prizes at the summer.</p> <p>Decided to give paper tickers another try (a lot more work for PTFA involved) and will compare figures afterwards to decide what to do going forward.</p>	<p>Rebecca</p> <p>ALL</p> <p>Rebecca/Ryan/ Michelle</p>
<p>10. TEACHER REQUESTS</p> <p>Larger project- an outdoor classroom-open roundhouse around a fire- used all year round/in all weather.</p>	<p>SLT</p>
<p>11. BONFIRE NIGHT PLANNING</p> <p>Have a banner showing what PTFA has funded? Or announce on PA at the start about what money we have raised this last year and what we have funded?</p> <p>Friday 8th November- need plenty of volunteers to make the event happen.</p>	<p>Rebecca/Ryan/Mi chelle, Andy Green</p>

<p>10. FUTURE EVENTS:</p> <ul style="list-style-type: none"> • AGM and Christmas Bazaar planning meeting - need as many people to attend as possible- 10th October • KS2 Disco/Silent Disco- 18th October • Y1/Y2 Disco – 23rd October • Bonfire night mufti day- 8th November • Bonfire night – 8th November • Christmas Bazaar mufti day –29th November • Christmas Bazaar – 30th November 	<p>ALL</p> <p>Rebecca/Katy Rebecca/Katy</p> <p>Rebecca/Ryan Rebecca/Ryan Rebecca/Ryan Rebecca/Ryan</p>
<p>10. ANY OTHER BUSINESS.</p> <p>Scarecrow trail organised by school- Friday 1st November</p> <p>In Jan meeting discuss: Selling 'Willy Wonka' style bars Race nights- family events</p> <p>Next meeting: AGM and Christmas Planning meeting 10/10/24 7.30pm. Venue TBC- local pub? (Email will be sent home).</p> <p>MEETING CLOSED AT 21.10 P.M.</p>	<p>SLT</p> <p>Yvie/Vicky B Vicky B</p>