



John Rankin Schools

PTFA Meeting

Thursday 23rd January 2025

John Rankin Junior School

Minutes

Present: Rebecca Hunt (Co-Chair and Secretary), Vicky Breakspear (Co-Chair), Vicky Hesketh (Vice-Chair), Helen Higgons, Helen Douglas, Jennifer Allen, Louise Rance, Michelle Williams, Ellie Whitehouse, Michelle Evans

Apologies: Katy Atkins, Yvie Creasey, Kerrie Newton, Amber Parker-Wilson, Aimee Brooks, Flora Cooper (Executive Head), Ryan Pascoe (Treasurer),

1. WELCOME & APOLOGIES	ACTION
Rebecca opened the meeting and apologies were noted.	
2. MINUTES FROM 12th September 2024.	
<p>Christmas cards- We had 260 orders (5 ordered were late so we get the commission for those). Total raised £535.50.</p>	Kerrie
<p>Last year we had 257 orders (14 orders were late). Total raised that year £542</p>	
<p>Has Ryan received the funds in our account? Rebecca will check with him</p>	Rebecca/Ryan
<p>All in agreement that we should do this again next year.</p>	
<p>2nd Hand Uniform shop- Ryan is still working on the website. Kerrie has counted all the branded jumpers and cardigans but still needs to tackle the grey uniform - there is so much! She will work on this over the next few weeks but could do with some extra help- Helen Higgons offered to help. If anyone else would like to get involved then please get in touch.</p>	Kerrie and Ryan Helen H
<p>Aim is to launch online shop as same time as new website to help keep things simple.</p>	
<p>Discos- Silent disco was a huge success in Autumn term so repeating in February. 200 headsets ordered again as for the last 2 discos (DJ and Silent) numbers have been around 134-145. If this disco remains with numbers below 150 then if we do a silent disco again then we will only hire 150 headsets and have to limit ticket sales to 1st come 1st served. This is due to the increased cost of hiring 200 opposed to 150 headsets. We don't want to limit numbers but if the pattern follows that we always sell less than 150 tickets it is more logical to keep expenses to a minimum.</p>	
<p>PTFA Shed- No longer need to buy as able to use the shed next to the junior PTFA shed which used to house opal learning resources. A little bit of work needs doing on the shed to make it fit for purpose but Ryan can do this and if he needs support then Brendan would be willing to help.</p>	Ryan

<p>Bonfire night planning- Best Bonfire night so far. Well over 6K raised (nearly 7K). Superb feedback again. New supplier of fireworks- all went well. We were missing a firework so need to chase Andy as to where we got with getting a refund.</p>	Rebecca
<p>3. TREASURERS REPORT</p> <p>See Document attached.</p> <p>Unfortunately Ryan couldn't make the PTFA meeting last minute so no verbal update given.</p>	Ryan
<p>4. CHRISTMAS BAZAAR FEEDBACK</p> <p>Layout worked better- less congested than last year. Less overwhelming, particularly for infant parents who are not familiar with the junior school- map helped.</p> <p>Better location for Grotto- not cold.</p> <p>Need more volunteers in grotto- which is always an issue- or cut activities in grotto down. At times it was tight in the corridor so perhaps keep corridor free of activities and use as a waiting area.</p> <p>Biscuit decorating worked well though some siblings who hadn't bought passports joined in which impacted on the amount of biscuits used and not factored for.</p> <p>Location of BBQ- discussed it being nearer the bar but this was something considered in planning the layout and was tricky to resolve. Only place would be hall with bbq cooked in usual spot outside and sold in hall... Issue with power- urns have to be on separate plugs otherwise trip and not enough plugs in hall. Could work if combine café and bar and have in kitchen. (Would mean moving wine game and lucky dip into a classroom).</p> <p>Ryan is thinking about the future of the PTFA running bbqs at events due to the manpower involved and him leading the bbqs whilst being Treasurer- is a good money earner at the big events so discussed trying to find a group of parents to take over (would need to gain Level 2 Food Handling qualification- which isn't difficult) and run as we make a good profit from the bbq...or we go back to asking scouts to help. IF ANYONE IS INTERESTED THEN PLEASE LET US KNOW ASAP.</p> <p>Raised just over £300 on the bbq at the Christmas Bazaar – again Ryan is considering if its worth doing again next year (if PTFA continue doing BBQs).</p> <p>Raffle tickets – made slightly less than £200 more than the 2023 online raffle but a lot more work involved, for both PTFA members and the school office.</p> <p>Discussed trying online raffle tickets again but this time, as well as the email with details going home, sending a paper flyer home too as a reminder, with the QR code to the website and website address etc. Put laminated signs up on gates/noticeboard.</p> <p>Or if doing paper raffle tickets- look into whether it is possible to address the envelopes with a generic 'To the parents/carers of a child at John Rankin School' to save the office time printing named labels for us. Though this doesn't cut down the work for the PTFA or the outgoing costs.</p>	<p>Ryan</p> <p>Ryan</p> <p>Rebecca</p>

<p>5. IDEAS FOR SPRING EVENT</p> <p>Balloon Race Again? – Easy to organise and not much work for PTFA.</p> <p>‘Wonka’ style chocolate bar sale – too close to Easter (would be 2 x chocolate events) Need to consider allergies/ cost- how cost effective would it be for the work involved (a lot of work needed to prep chocolate bars). Prizes?</p> <p>Decided on 2 small fundraising events:-</p> <ol style="list-style-type: none"> 1) Balloon Race again 17 – 30th March? Rebecca to check with Flora School to get more involved- promoting the race/encouraging children to take part but to also look at the ‘race’ regularly throughout the 2 weeks- in assemblies/class. PTFA will put daily updates on Social Media of who is coming 1st/2nd/3rd etc. 2) Design a Paper Plate competition (Spring theme) £1 to enter. All children will be sent home with a paper plate before half term to decorate with a spring theme (can use any type of media). Entries/paper plates to be handed in on the mornings of 26/27/28 February- at the door they enter school by. £1 goes into money tub and plates into a box. (Someone from PTFA to collect money from school office after drop off each morning) Rebecca to check dates with Flora. Prizes given for 1st/2nd/3rd – Infant and Junior. Vicky H to source Email needs to be clear that Child’s name, Year and Class must be written on the back of the plate. 	<p>Rebecca Jenn/Michelle W</p> <p>Vicky H</p> <p>Rebecca</p>
<p>6. Quiz Night</p> <p>Saturday 1st March, 7pm Need lots of volunteers- no-one at the meeting was able to attend on 1st March. Ryan was looking into changing the format of the set up/cost/prizes etc.</p> <p><i>*Update, since the PTFA meeting the Quiz night has been cancelled for now.</i></p>	<p>Ryan</p>
<p>7. SUMMER FUN FEST</p> <p>Colour run again? Unanimous yes! Good for getting the community involved.</p> <p>Planning meeting- The Bowlers Arms 7.30pm 20th March- TBC Slight chance that this date may need to change to 13th March otherwise 18/19th... will be confirmed once know.</p>	<p>Rebecca</p>
<p>8. UPDATE ON TEACHER REQUESTS</p> <p>ipads</p> <p>Request for 30 ipads- £10k (bringing total in school to 60 ipads which allows 2 classes to use simultaneously). Will strengthen the school’s computing curriculum & help give the children the best possible learning experience.</p> <p>Trustees have all voted in favour of this request, especially given the findings from the recent Ofsted report. Depending on funds, some other requests may be put temporarily</p>	<p>Ryan</p>

<p>on hold.</p> <p>Louise Rance will check with school whether charging stations etc were included in the request/cost as this would be useful to have and was agreed at the meeting. Some other learning devices used in school which have to be taken home to be charged up so looking into this too.</p>	<p>Louise Rance</p>
<p>Michelle works at Vodafone and works with Apple so may be able to get a deal- will find out...<i>*Update Michelle can get 4% off so we will speak to school...</i></p>	<p>Michelle W</p>
<p>9. TEXTILE RECYCLING BINS UPDATE</p> <p>2nd proof was being done before Christmas but not heard anything since so Andy has been chasing...they have been having IT/internet issues since Christmas and there has also been a issue with the supply of blue bins (they currently only have green bins available) which is what we requested.</p> <p><i>*Update, since the meeting the company have been in touch and are hoping to deliver our bins imminently. Jenn will put info on Social Media and email will need to be sent home from school and put up in noticeboards.</i></p>	<p>Andy</p> <p>Rebecca, Jenn</p>
<p>10. SEPTEMBER/OCTOBER WELCOME MEETING</p> <p>Discussed various different options for a welcome meeting for new parents but then discussed actually the purpose of the welcome meeting- if its for parents to meet each other etc then this is actually something that school needs to organise not the PTFA. From a PTFA point of view we need to get more parents involved in the PTFA and supporting events/volunteering etc.</p> <p>Discussed instead, PTFA having more of a presence at the New Parents Welcome meeting in the summer- PTFA to give a mini presentation and have boards up, showing who we are, what we do, what we have raised money for, what we are raising money for currently, events that we run, how parents can get involved – have sign up sheets (with contact details to be added to WhatsApp groups) for different ways of getting involved (Would like to be added to database/like to attend meetings/be on the committee or planning group/Help prep for events/help volunteer at events but not interested in coming to meetings.</p> <p>Separate meeting needed to plan?</p>	<p>Rebecca/Vicky B/Vicky H/Ryan</p> <p>Jenn</p>
<p>11. FUTURE EVENTS:</p> <ul style="list-style-type: none"> • Y3/4 and Y5/6 Silent Discos – 7th Feb • Y1/2 Disco – 12th Feb • FS2 Teddy Bears Disco- 26th Feb • Spring Event 1– Springtime Plates Creation - 26/27/28 Feb • Spring Event 2- Virtual Balloon Race - 17-30th March • Summer Fun Fest Planning Meeting- 20th March? TBC • Easter Egg Hunt – 4th April • Yes Day- 23rd May • Summer Fun Fest Mufti Day- 3rd July (due to sports day on 4th) • Summer Fun Fest- 5th July 	<p>Rebecca/Katy</p> <p>Rebecca/Katy</p> <p>Rebecca/Katy</p> <p>Rebecca/Vicky H</p> <p>Rebecca</p> <p>Rebecca/Amber</p> <p>Rebecca/Ryan</p> <p>Rebecca</p> <p>Rebecca</p>

<p>10. ANY OTHER BUSINESS.</p> <p>Co-op Funding- Ryan and Amber applied for this funding but unfortunately neither could make the meeting so need to speak to them to find out where we are at with it. A couple of members at the meeting said that they had seen the option to vote for John Rankin and so had done so so need to start getting this promoted asap.</p> <p>Class Reps- Kerrie and Jenn happy to lead but think we need further discussion to set rules and clarify the purpose of the class reps from a ptfa point of view. Separate meeting needed?</p> <p>Sponsored banners on school gates x 2...need a further discussion to look into this- length of time and cost? (6 months, £500?) Jenn is keen to be involved in the designing/printing side. Look into potentially different packages (Bronze/Silver/Gold etc) for sponsoring- including on the ptfa website which might bring in a large audience. Separate meeting needed?</p>	<p>Ryan and Amber Jenn</p> <p>Kerrie and Jenn</p> <p>Jenn, Vicky H</p>
<p>Meeting ended: 9.30pm</p>	