

Friends of Redfield Edge PTA Meeting

Meeting

Date	21/09/2022
Location	Redfield Edge school
Planned start time	19:00
Type	Open

Attendees

Present	Apologies
Pippa Bastable (Chair)	Kiran Neilson (Treasurer)
Lucy Sibley (Vice Chair)	Nicola Edwards
Liz Smith (Secretary)	Alison Jones
Lisa Robinson	Carrie Whiston
Jayne Taylor	Emma Thomson
Louise Millard	Louise Purvis
Natalie McCaughey	Abi Rapsey
Jade Gibson	
Laura Fitzgerald	

Call to order

19:13 by Pippa Bastable

Agenda

- Welcome and intros
 - Who the committee are
 - How you can contact committee
 - Review of last year
- Meetings and keeping in touch
 - 3rd Wed of each term
 - Events may require additional meetings
 - Parentmail, Website, social media
 - event planning groups
- Where our money goes
- volunteering:
 - the range of activities we need support with, not just events
- Events
 - 13th Oct disco
 - 14th oct return Christmas card form
 - 2nd nov bags 2 school
 - 26th breakfast with Santa
 - 6th & 7th Dec elf wrapping
 - 12th dec story with santa
 - TBC Krispy Kreme

- How to get involved
- Ideas for future
- requirement to review the constitution
- Next meeting
- AOB

Minutes:

Welcome and intros:

Explained that Friends of Redfield Edge (FoRE) is a charity, and that comes with legal requirements. AGM is a required annual meeting, and the committee are voted in at the AGM.

The committee's (also known as trustees) responsibility is to look after charity. The committee will have committee only meetings, but the more regular ones are open meetings like tonight, where the wider members are all welcome. All Parents and teachers are automatically members of the FoRE

How to contact the committee: Both the chair and vice chair have school email addresses:

- Pippa.Bastable@redfieldedgeprimary.co.uk
- Lucy.Sibley@redfieldedgeprimary.co.uk
- Message through our Facebook or Instagram pages [\(3\) The Friends of Redfield Edge | Facebook](#)
- Or come find us in the playground
- We eventually hope to have a generic FoRE email set up.

Meetings and keeping in touch

We will host an open meeting each term, on the 3rd Wednesday.

Our intention is to utilise parentmail to communicate and seek volunteers and support for events.

To enable planning for an event, Whatsapp group will be used for communicating amongst volunteering.

Parentmail, the school newsletter and FoRE newsletter will be used to communicate about events

FoRE section on website is going to be updated. This is where the minutes of all Committee and Open meetings will be published.

Last year events

Talked through all FoRE events of 2021/2022. Highlighted events which appeared to be more popular.

Money and where it goes

Review of what money was raised and where it went.

FoRE invested in the future, and purchased Tokens, card machines, BBQ.

L. Robinson covered what the FoRE events have helped fund over the past few years:

- white boards
- art materials
- Topic boxes.
- Ipads
- Mrs Williams Family room
- Sensory Room
- Outside classroom
- Annual commitments
 - Playshed
 - Sats breakfasts
 - Books at bedtime refreshments
 - Edgelets

Fundraising aim this year: discussed options of what we can fund, decision taken by all present at meeting to raise monies to fund;

- **New Stage**
- **New lighting rig**

We are waiting for quote for lighting rig to come in, and then we can publish our target for the year.

Events

- 13th Oct disco: Discussed how we will use token system again.
- 14th Oct return Christmas card form
 - School are organising this, and forms will be sent home on the 7th October
 - Will be going home 7th October.
- 2nd Nov bags 2 school
 - Will open up to local community again via Facebook
 - Support parents by making clear before hand what can be donated.
- 26th Nov breakfast with Santa:
 - New event
 - Want to create a nice and cost effective festive experience for everyone.
 - B&Q have donated £50, which will be utilised to help decorate the event.
 - Send out a save a date.
- 6th & 7th Dec elf wrapping
 - Definitely need volunteers, on the day, and before hand to wrap
 - JT fed back that setting up with need to occur on 5th
 - Event will be cashless, with tickets bought beforehand on parent mail.
 - There will be no option to buy extra on the day. This ensures that correct Number of gifts are sourced, and every class gets a fair share to choose from.
- 12th Dec; story with Santa, free event for EYSF & KS1
- TBC Krispy Kreme: Stagger with class cake sales. Preferable not a Friday.
- Circus sept 2023:
 - Will be a Sunday

- 3 shows on the Sunday
- 200 per show.
- Limitations on what we can sell , as circus hold rights to candyfloss etc look into what we can do stall wise.
- Need to find a source of porta loos.
- Ideas for future
 - After Christmas would like to hold more social family events.
 - Ideas suggested at meeting:
 - Bingo
 - Quiz
 - Race night
- Funds we also pay out
 - **Edglets**
 - **Sats breakfst**
 - **Playshed £100 a year**
 - **Book at bedtime squash and biscuits.**

Skills and volunteers

- Volunteering doesn't have to come in the form of helping at an event
- We would love to know what skill sets are out there, e.g. helping with health and safety, social media, graphic design to do posters....

Lottery

- Good response from parents
- Need a small society lottery license – Having this also opens up how far in front we can sell tickets for a raffle.
 - Laura F to investigate getting this license.
- Every 3 months financial report to local council
- Lottery will create a portal for parents to buy tickets through
- £40 to set up license, £20 each year
- Weekly draws, monthly direct debit.
- All agreed yes to lottery
- Laura F to set up account with school lottery

Constitution

- Committee reviewed constitution at committee meeting, but language is hard to understand
- PTA are member of parent kind, which provides a more human readable template.
- Constitution has to be voted in members representatives as well as committee members.
- Next open meeting to become an EGM to adopt constitution.
- Will publish constitution beforehand
- Will need to give 21 days' notice of EGM.
- 16th November – EGM

AOB:

- Lisa will get cover for meeting on 16th due to clash with Governors meeting
- Couple of members volunteered to approach more companies about donations to support events.
- We know that B&Q have dates of September for beginning of year, and March for summer in terms of allocating their budget. We may come up against budgets already being allocated, but should hopefully allow us to work out which companies should be approached when moving forward.
- FoRE would love a shed to expand their cupboard in to, to store the growing items we have for running events. Need to look into if we can get a donation to support this.

Announcements:

- Next Meeting: 16th November, will be an EGM to vote on new constitution

Motion to adjourn

By Pippa Bastable at 20:15 and was approved solidly