



St Anthony's PTFA Committee
 The AGM of the PTFA Committee took place over Zoom
 on Wednesday 14th October 2020 commencing at 5:15pm

MINUTES

PTFA Committee present	Initials
Jane McSharry	JMcS
Michelle Cross	MC
Sandeep Allison Rainu	SAR
Shalini Chandra	SC
Claire Zani	CZ
Annemarie Porritt	AP
Anita Szavo	AS
Apologies	
Clare Moore	CM
Susie Rack	SR

1. Welcome

- Welcome from MC to all members of the PTFA and apologies from CM and SR.

2. PTFA Committee 2020-21

- In her absence, CM has stood down as Co-Chair but is still willing to help at events
- MC stated that she would like to continue as Chair. Re-election: AP proposed, SAR seconded
- AP stated that she would like to continue as Secretary. Re-election: MC proposed, SC seconded
- SAR stated that she would like to continue as Co-Treasurer. Re-election: JMcS proposed, MC seconded
- SC stated that she would like to continue as Co-Treasurer. Re-election: JMcS proposed, MC seconded
- In her absence, SR has stood down as Publicity Rep
- AS stated that she would like to stand as Co-Publicity Rep. Re-election: AP proposed, SAR seconded
- CZ stated that she would like to stand as Co-Publicity Rep. Re-election: AP proposed, SAR seconded
- Thanks to all outgoing members for their tireless work, they will be missed but we look forward to their continued support

3. Overview of PTFA events and outgoings from academic year 2019-20

- SC and SAR confirmed the following monies raised from events held during the year:
 - Movie Night: Takings £430.80, Expenses £96.20, Profit £334.60 – slightly down on previous year
 - Christmas Fayre: Takings £1,186.03, Expenses £180.79, Profit £1,005.24 – up on previous year and smashed £1k for the first time
 - Valentine’s Disco: Takings £768.40, Expenses £106.50, Profit £661.90 – slightly up on previous year
 - Rags2Riches collections: Autumn Term £73; Winter Term £106
- SC stated that the events we held were very successful and we kept close control of expenses, especially stock levels but due to Covid-19, we have not raised as much this year compared to previous years
- AP commented that we reduced the prices for some events this year which would have impacted our initial takings but has not impacted profit. JMcS commented that perhaps lower prices increased attendance. AP commented that it was the focus of last year’s Co-Chairs to ensure that the events were affordable for all, especially those families with more than 1 child in school
- SAR commented that we also reduced the food prices at the Christmas Fayre and this year, no hot food was wasted
- ALL discussed Movie Night as a key fundraising event for this academic year – it is low maintenance/expense and can be organised in Class Bubbles to be Covid-19 compliant
- Projects Funded: Books for School £2,500; Reception Breakfast £41.31; Year 6 Leavers Gift (cheque pending)
- AP to create a fundraising poster to share with parents – pending cheque for Year 6 leavers gifts will be included

4. Confirmation of 2019-20 Accounts

Opening Balance	£3,307.63 (Bank £3,277.63; Petty Cash £30)
Cash In	£2,814.23
Cash Out	£3,034.86
Remaining Balance	<u>£3,087.00</u> as at 30.09.2020

5. Official Requirements

- SAR & SC to send the change of committee details to the Charity Commission
- SAR & SC to send the Funds Declaration to the Charity Commission
- Committee members must be DBS checked – SAR, AS & CZ pending
 - DBS Checks – every member must:**
 - Register your personal details on the Warwickshire DBS website:
<https://disclosure.capitarvs.co.uk/warwickshire/applicantLogin.do?applicationType=dbs> using the following login details:
 - Organisation Reference (*): STANTHONYSPRIMARY
 - Organisation Code: Warwick01
 - Take your Identification Documents (passport, photo driving licence, utility bill etc..) to Mrs Brown (reception), attached PDF file lists the acceptable documents

6. Upcoming Events

- Spooky / Autumnal Dress Down Day on Thursday 22nd October – £1 donations to be collected by class teachers. AP asked JMCS to add this event to the school calendar
- Rags2Riches on Wednesday 11th November (filled bags should be left in the Outdoor Classroom at pick-up on Tuesday 10th November)
 - AP has created a poster to be displayed in class windows – hand to JMCS on 15th Oct
 - AP will purchase & leaflet wrap bags and bring into school to be handed out week commencing 19th October
 - AP & MC (if available) will be in the Outdoor Classroom at drop-off to organise the bag storage – need masks and disposable gloves
- Rags2Riches – MC has confirmed future dates on 25th February 2021 and 9th June 2021
- Class Sponsored Events – to be held next term. AP to create the letter/form

7. AOB

- Christmas Movie Night – date and film choices to be discussed at next meeting
- CZ suggested Christmas Crafts for the children to create and sell back to family. AP stated that we have done this previously at a Summer Fayre which did not sell well possibly because Parents were unaware. JMCS commented that Year 6 have previously created beautiful items, but they were high cost outlay. ALL to discuss further at next meeting
- SAR suggested Personalised Letter from Santa with a selection box or gold coin. JMCS raised concerns for those children who would not receive one. ALL to discuss further at next meeting
- JMCS stated that the PTFA page of the school website has been redeveloped to make it is easier for parents to navigate. JMCS to send an invite for a separate Zoom training session with CZ and AS where she can share her screen – 5:30pm on Thursday 22nd October
- CZ requested a copy of the PTFA Bank Statement to complete the Amazon Smile set-up process – SAR to provide
- SAR asked JMCS to check if any PTFA Bank Statements have been sent to school

8. Next Meeting

- Exact details TBC but will be held during week commencing 16th November 2020

Meeting finished at 6:25pm