



SPRINGHILL PA

MEETING NOTES

DATE	23/01/2025	TIME	7:30pm online
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ATTENDANCE			
Chair: Rosie Malhao (RM)	Joint Chair: Bella Crawford (BC)	Event organiser: Claire Synnock-White (CSW)	Treasurer: Caroline Mariner (CM)
Shadow Treasurer: Edward Szram (ES)	Maria (M)	Event Organiser: Jo McGillion (JM)	

ITEM	Online Parents Association General Meeting
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POI/AGENDA

- Rosie opened the meeting and the attendees introduced themselves.
- Apologies: Edith Ugwumba
- Welcome Ed as shadow Treasurer.

- Rosie reminded the meeting of the charity's aims - fundraising to improve the school's educational environment for children and building connections across parent/school/local community.

Fundraising focus

- Rosie briefed on the current fundraising goal (forest area) and idea of having a school uniform storage/sale building. Investigating getting a uniform cabin or some kind of permanent structure to hold sales on a more regular basis and use as a base for other events throughout the year. School uniform in current storage needs better storage for quality control. Maria asked about storage box options or a different storage area. Rosie confirmed that both approaches were being considered - an additional benefit the uniform hut would provide is somewhere that parents can approach to engage with the PA for events or volunteering.

Fundraising Financial update

- Caroline provided a financial update. Overall £2,760 was raised from Sept to Dec 24. The largest contribution to this total was the Christmas hampers, which did significantly better than last year. The team recognised the efforts of all of the volunteers who helped support this event.
- Christmas cards raised £375 and the team agreed to do this again in future given the initial cost was £15 in postage so the event was a good return on investment.

- Elfridges made a profit and was well received by the children, volunteers, and staff. It provided lots of learnings to take forward into next year. It was the first use of PTA Events website as an online payment platform. Elfridges was rated as much less stressful to run than the usual Xmas festival. It was noted that as the packing sessions were run in the evening, it made it possible for new volunteers to attend that would otherwise not be able to do so if this prep occurred during the daytime.
- Passive fundraising including using Easy Fundraising where parents can download the app and earn donations to the PA from their online purchases, standing orders, and new for 2024: Your School Lottery which totaled £257.
- Beginning of sept - £8.5k in the bank, now £10.5k. Outgoing included the PA Annual Insurance. The following donations were made:
- £350 was donated to school for Xmas chocolate lollies for Santa to distribute at the end of autumn term. Caroline said it would be great to promote that it was the PA that paid for this - highlight our involvement in the newsletter. The meeting agreed.
- £240 was used to buy winter coats at a discounted price for school to distribute as necessary. Reports back from the school say that the coats were gratefully received.

Spring Term Events:

- Caroline Briefed that FAT Thursday will be using Krispy Kreme doughnuts as they have a fundraising offering allowing pre-orders of glazed doughnut rings which will reduce the need to go to supermarkets thereby saving time. There will be a mix of pre-orders and buy on the day for this event. Volunteers will be needed for bagging up orders. Doughnuts will come in boxes of 6 - and orders placed through PTA Events website platform. KK limit of 600 doughnuts so pre-orders depending, more may be sourced through Costco etc. Arrangements will be made for doughnut pick-ups at the after-school club so that those children who attend there can be included in the event.
- Caroline mentioned that PTA Events have upgraded their platform with no ads but with a slightly increased site fee. The meeting discussed making videos for how to order doughnuts, to post on social media. In addition to an option to purchase doughnuts, there will be an event donation option as well.
- Bella briefed on the uniform sales. The next uniform donation days will be the 13th and 14th March. Maria volunteered her mother to help. The uniform sale confirmed for the 21st March. Volunteers needed to help sort and sell.
- Mother's day sale is confirmed for the 28th March. Small amount of stock is needed. Volunteer team needed to sort and take sales on the day.
- Easter Egg hunt is confirmed for the 2nd April. This event will be cashless. The meeting discussed that they had not been able to find eggs cheaper than £1.50. Clare stated that the price point needs consideration. It's been placed at £1.50 for years and the cheapest the meeting had found is £1.65. The meeting agreed to keep an eye out for cheap offers. Jo will source and purchase eggs. Volunteers needed to support the Easter egg search in the playground and distribute eggs to children.

Potential future events

- Caroline briefed in discussion with school about hosting a colour run. The school is keen on this style of event and has suggested helping organise and split the fundraising between the PA and another charity they want to support. Caroline took an action to check this split was possible with our charity constitution provider Parentkind. Caroline explained more about the proposed event to the team. If approved, the event likely to be held at the end of the spring term when the weather is better. Rosie asked if it was complicated to run and Caroline confirmed that although there was some set-up and would need the PTA Events website for ticket sales, only offering food would complicate it. Maria asked how much this would cost per children (Caroline said price needed to be decided but initial thoughts was around £5 per participant) and asked about how to keep the coloured flour/water out of eyes. Caroline stated that children wore glasses and swimming goggles. The event starts would be staggered to prevent bottle necks of people.
- Sensory area funding - Nationwide employee fund - Bella has completed the application and sent over to Ed to submit. £10k application for a range of items to benefit school children.
- Grants - Bella has spoken with the National Lottery and confirmed that the PA charity is ineligible for their Awards for All grant as they do not fund schools or charities connected with them - it needs to be a project for the whole community. Bella is already searching for other grants to apply for to fund the uniform shed.
- No other business items proposed.

Meeting ended.

ACTIONS	OWNER
Fundraiser for Log cabin: BC to work on grant applications and fundraising	BC
Fundraiser for Log cabin: Ed to discuss with Catherine (at school) on coordination of installation on school site	Ed
Krispy Kreme event: send out poster for Krispy Kreme and do social media	CM
Mother's Day sale: Check store of garage and storage for items to use for the sale	RM
Easter Egg hunt: Add QR code to PA events on the letter to take home	Jo
Easter Egg hunt: get updated list of students with allergies	Jo
Easter Egg hunt: Set up WhatsApp group for event volunteers	Jo
Easter Egg hunt: buy Easter eggs	Jo
Easter Egg hunt: send out poster for Easter egg hunt and social media	Jo
Parent survey: set up and include a question about the real estate sponsorship in the survey questions	RM
AoB: Approach Leaders real estate for sponsorship	Jo
AoB: Help sell rucksacks in school storage	Ed