

## TOPs Meeting

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Date Friday 25<sup>th</sup> September 2020

Time 10am

Zoom Meeting

Present: Kam, Julie, Gayle, Sophie, Fiona, Rachel, Bernadette, Emma

Apologies: Faye, Kirsty, Amie,

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### Agenda

- Welcome Back!
  - Working In A Pandemic: Guidelines
  - Financial Update
  - School Canopy Funding Request
  - Upcoming Activities & Events
  - Fundraising Ideas
  - TOPs Committee Announcement & Election
  - Any Other Business
  - Next Meeting:
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### Minutes

- Kam welcomed back all TOPs team members.
- Discussed the current COVID restrictions and outlined what considerations we must apply to all fundraising events and activities.
- The school has been notified of our re-mobilisation and has approved our guidelines (this communication can be shared with anyone that wishes to see it).
- **ACTION: [Kam]** Guidelines will be sent to all TOPs members on the WhatsApp group.
- Fiona provided a Financial update – detailed accounts from our last meeting (including the status of Hoodies and the payment required for the Lifebus.
  - Fiona has successfully been added to the bank account as a signatory. She is waiting for the bank pack in order to make additional payments for the hoodies (to herself) and to the school for the lifebus.
- Outlined the request from the school on the 'Canopy' for the school
  - The school has requested if additional funds could be made towards the canopy, which current totals £25,685.00p.
  - Fiona raised whether we could Pay some money now, and continue to raise funds specifically for the shades into next year.

- Bernadette advised that the school is planning to install the canopy during October half-term as the COVID restrictions mean the outside space is very much needed (so children can be outside for lunch etc).
- TOPs have always believed this is a space that would help in event management to provide extra flexibility when running TOPs events.
- We know that this is a high priority for Mr Charteris and would make this current life with COVID much easier for all.
- Shortfall in funds will be taken from School capital – meaning that school project could struggle.
- Team discussed the amount we are willing to fund.
  - **DECISION:** TOPs have decided to keep 2K in the bank, and fund a total amount of £6K to the school (including the 2K we have already ringfenced).
  - **ACTION [Kam]:** Email school with the additional funding decision.
  - **ACTION [Fiona]:** Follow-up with Dawn Fraser on making this payment (when Fiona is able to make the payment).
- **Upcoming Activities & Events:**
  - Walked through the dates for the AGM and the Expression of Interest Activities
    - Sophie requested that we provide a specific welcome communication to the Reception parents, as this year they haven't really been to any events with TOPs, and may know less than previous years.
    - **ACTION: [Kam/Sophie]** Will work with Sophie to draft a communication specific for Reception parents.
- **Fundraising Ideas**
  - Halloween Circuit
  - Mufty Day (Mr C doesn't really like these – shall we ask again)
  - Scavenger Hunt – Autumn themed (Julie and Sophie)
  - Guess the weight of the pumpkin (Bernadette)
  - Guess the name of the scarecrow (Gayle)
  - Parents Recipe Book (Sophie)
  - Payments need to be worked out on the above – we do have the TOPs box, but it will have to be outside the school. The ParentMail app can take our payments – but we need to work out the details of this.
  - Other Fundraising updates:
    - Fiona has signed us up to Amazon Smile
    - Sophie has been working with Dawn Fraser on Easyfundraising, and it is easier if the school registered to their name. Currently testing with Sophie.
    - **ACTION: [Fiona/Sophie]** Please can they both provide an overview of Amazon Smile and Easyfundraising a future TOPs meeting (the one after the 9<sup>th</sup> October).
- **ACTION: [Kam]** Schedule session to work out the Fundraising event we want to do, and agree the details on how we do this.
- TOPs Announcements:

- Resignations received from Emma and Tamla: A big thank you to both for their commitment to TOPs. We wish them both well for their future endeavours.
- **Next TOPs Meeting:** 9<sup>th</sup> October 2020 @10am.
- **AOB**