

TOPs Meeting (via Zoom)

Date: 06/11/2020

Time: 11am

Present: Julie W., Bernadette L., Kam P., Sophie S., Emma B., Tamla B., Rachel R., Michelle L., Fiona B.,

Apologies: Faye B., Amie S.,

Agenda

- Welcome!
 - Financial Update
 - Update on Amazon Smile and Easyfundraising
 - Results and overview of Pumpkin Competition
 - Tea towels cost and price
 - Raffle prizes, tickets and price
 - Santa photos
 - Lights
 - Any other ideas
 - Next Meeting:
 - AOB
-

Minutes

- Welcome!
- Financial Update: Current Available funds in account £2189.14. Insurance payment and raffle licence renewal to come out.
- Update on Amazon Smile and Easyfunding: School office alerted to spelling mistake on Easyfunding but members advise this is not affecting finding the school when searching.
- Results and overview of Pumpkin Competition: Final total raised is £37. Pumpkins and prize hamper donated by members. Disappointing total considering costs involved if members had not donated but consensus that it's a difficult time for families financially and we're getting used to a different way of holding events.
- Tea towels Cost and Price: Sophie has done a great job of liaising with School and organising tea towels. Proofs shared with the committee and everyone agreed they looked great. Cost discussed and price to parents agreed at £5 each or 3 for £10.
- Raffle prizes, tickets and price: Current list of raffle prizes shared and members agreed prizes were good. Waiting for replies from a couple of supermarkets to decide on final prizes. 1st, 2nd and 3rd prizes to be agreed on by group before tickets are ordered. Due to cost of tickets it is more cost effective to order slightly more than might be required rather than have to make two orders. Final decision on no. of tickets to be made at next meeting.

Previous Committee member advised that using logos of parents' companies who donated in promoting raffle is a nice gesture of thanks and also encourages others to donate.
- Santa photos: Some discussion took place on feasibility of providing a photo opportunity with 'Santa'. Suggestion was made that we provide this free to parents.

- Lights: Options discussed on 'make a wish/say a prayer' light display. Some positive feedback on the idea and concerns lights might not be visible.
- Any other ideas: Suggestion was made that we have an 'Activity a week' in December to try to replace the income of the Christmas fair. It was proposed the activities were advertised as a 'remote Christmas fair' to create the mindset that expenditure is what would have been spent at the traditional fair.

Ideas proposed: Make a bauble, decorate a mug, name the elf/reindeer, make a wreath, Christmas bottle filled with coins, guess the weight of the cake, guess the sweets in the jar, Santa/Xmas hat day, Carol singing with collection tubs.

- Next Meeting: Friday the 13th @ 11am
- AOB:
 - Mrs Bonar has requested access to second hand uniform which everyone agreed to.
 - Suggestion was made that we try to support local/parents' companies in this difficult financial time. Members advised that some discussion had taken place within the committee to start a regular collection for the Food Bank to help local families.
 - Recipe book discussed and some thought should be given to bringing this forward maybe ready for Spring but acknowledgment that it will be a considerable amount of collating and preparation.
- Thank you to all!

Actions:

- Send reminders out on Facebook for Amazon Smile and Easyfunding (Bern)
- Amend Word doc. for tea towels and send out notice with pictures to parents (Sophie to forward Word doc. to Bern)
- Finalise raffle prizes for approval (Group)
- Advertise Food Bank collection to start on Friday 13th Nov. (Bern)