

TOPs Meeting (via Zoom)

Date: 13/11/2020

Time: 11am

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

Apologies: Faye B., Kelly A,

Agenda

- Welcome!
 - Financial update
 - Update on Amazon Smile and Easyfundraising
 - Tea towels
 - Food Bank
 - Raffle tickets
 - Santa
 - Christmas tree
 - Carol singing
 - Date of next meeting:
 - AOB
-

Minutes

- Welcome!
- Financial Update: No update yet on change of signatories.
- Update on Amazon Smile and Easyfunding: Reminder has been sent out on Parentmail.
- Tea towels: Good feedback from Reception parents on tea towel design. To date 8 parents have paid by BACS for their order. Sophie will send reminder out on FB reception page. Sophie and Fiona will collect order forms from office after closing date using revised 'envelope collection form' to maintain security of monies collected.
- Food bank: Good response to food bank appeal so far.
- Raffle tickets, Santa, Christmas tree, Carol singing: Comprehensive discussion on Christmas activities. Decision made to purchase 4,000 raffle tickets. Prizes listed will be; Amazon £100 voucher for 1st, M&S £50 voucher for 2nd and Tesco £50 voucher for 3rd. Emma B. showed us an Elf which she has kindly donated for 'Guess the name of the elf' competition. General opinion was that cost to TOPs should be kept to a minimum as due to current circumstances, we cannot expect as good a return as previous years. We are also limited by the restriction in sending home and receiving back competition entries. We have good raffle prizes so concentrate on promoting that.

Final decision made on Christmas activities. 3 weekly activities to run through December. Raffle tickets to go out as soon as possible. Carol singing at home time on last day of term. Small display table to be set up outside under window by gate with the jar of sweets and elf displayed inside the window on the relevant week and then given by school to winner.

Raffle to finish on 14th Dec. at 3pm. Draw the raffle on the 15th outside school steaming live using FB group.

Week 1, 30th Nov. - 4th Dec.: Guess the number of sweets in the jar. 50p a guess or 3 guesses for £1. Winner announced at the end of the week.

Week 2, 7th - 11th Dec.: Name the Elf. £1 per guess. 'Wheel of Fortune' app to be used to decide the name streamed live on FB group.

Week 3, 14th – 18th Dec.: Picture with Santa. Free but collection tins will be out for voluntary donations. Set up for this to take place on Sunday 13th Dec. Santa suit in TOPs cupboard and other items that may be useful.

Friday 18th Dec.: Carol singing at front of school. Fiona kindly volunteered to organise this through her choir work with volunteers needed adhering to relevant social distancing/ group gathering at the time. Collection tins for donations also available when singing taking place.

- Next Meeting: Friday the 27th Nov. @ 11am
- AOB: Emma B. said she will pass on the Booker Card for purchases.
- Thank you to all!

Actions completed from last meeting:

- Send reminders out on Facebook for Amazon Smile and Easyfunding (Bern) **Done by office.**
- Amend Word doc. for tea towels and send out notice with pictures to parents (Sophie to forward Word doc. to Bern) **Completed and sent via Parentmail.**
- Finalise raffle prizes for approval (Group) **Done at this meeting.**
- Advertise Food Bank collection to start on Friday 13th Nov. (Bern) **Done via FB and Parentmail. Started on 13th.**

Actions:

- Send reminder for Tea towels. (Sophie)
- Relay our Christmas plans to school, ask permission to use window for display and school post box for competition returns and ask Mr. Charteris if he will draw the raffle tickets. (Julie)
- Buy vouchers from M&S and Tesco. (Bern)