

TOPs Meeting (via Zoom)

Date: 27/11/2020

Time: 11am

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

Apologies: Kelly A., Nicole B., Emma P., Debbie T.

Agenda

- Welcome!
 - Financial Update
 - Tea Towels
 - Food Bank
 - Raffle Tickets
 - Santa
 - Christmas Tree
 - Carol Singing
 - Next Meeting:
 - AOB
-

Minutes

- Welcome!
- Financial Update: Fiona gave a brief update on finances. Excel document shared on WhatsApp before the meeting. A few transactions still outstanding. No confirmation yet from bank about update in signatories. Julie is going to follow up on this.
- Tea Towels: Tea towels ordered on 26/11/2020. A couple of payments outstanding. School office helping to chase these with parents. Committee pleased with the uptake from this and the profit to add to our funds.
- Food Bank: Collection looked successful again this morning so parents are still generously donating.
- Raffle Tickets: Raffle tickets being sent home from school today. Send reminder out to parents next week to return stubs and unused tickets. Committee members to collect returned stubs on Friday 4th and start preparing for draw to ease the workload for the following week.
- Santa Display: Julie informed the meeting that following consultation with school, they did not want any competitions running except the raffle. Carol singing allowed to take place adhering to current rules and Santa display to be non-interactive and behind barriers. Various options discussed to set up display and committee members kindly offered own props for use. Display to be set up on Sunday 13th. Sufficient volunteer numbers confirmed from meeting attendees.
- Christmas Tree: Due to restrictions in place it was decided not to have a Christmas tree on display.
- Carol Singing: Time decided for this to be 2.45-3.15 to cover all pick up times. Some volunteers still needed. Options discussed whether to have background music or not. Suggestion to use the school speaker.
- Date of next Meeting: TBA after Christmas break.

- AOB: Emma ran through the procedures used in previous raffles for winners being informed and collecting prizes. We will have to liaise with office if they can help as usual considering current restrictions.

Some discussion took place on our fundraising goals and if we can confirm with school specific targets. It was felt that parents might be more willing to support fundraising if they knew that it was for a specific item i.e. resources to encourage reading which is a big focus for the school.

Julie confirmed she would like the next news letter to go out in January when we can publicise our fundraising from Tea towels and Christmas raffle.

Actions from last meeting:

- Send reminder for Tea towels. (Sophie) **Done**
- 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) **Done**
- Buy vouchers from M&S and Tesco. (Bern) **Done**

Actions:

- Send reminder out next week for tickets/stubs on Fb and Parentmail (Bern)
- Ask if we can change position of Santa display to unused bike shelter (Bern)
- Access school cupboard for supplies next week (Gayle and Bern)
- Send a message out on 'TOPs' WhatsApp group for singing volunteers and approach other known singers/choir members amongst parents (Fiona)
- Ask school for permission to use speaker outdoors and whether we can collect donations while carol singing is on (Julie)