

## TOPs Meeting (via Zoom)

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Date: 16/04/2021

Time: 10.30 am

Present: Julie W., Bernadette L., Fiona B., Kam P., Rachel R., Natalie A.

Apologies: Emma B., Kelly A., Gayle P.

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### Agenda

- Welcome!
  - Financial Update
  - Foodbank
  - Summer Raffle
  - School fayre
  - Charity Event
  - Next Meeting
  - AOB
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### Minutes

- **Welcome!:** Julie welcomed everyone to the meeting and an especially warm welcome to a new parent, Natalie, joining the meeting.
- **Financial Update:** Not much update since last meeting, just one outstanding payment from Easter eggs added. Our printing fee to the school office is due which will be paid by cheque.
- **Foodbank:** Donations looked good for this week but no feedback from school yet.
- **Summer Raffle:** It was agreed that there wasn't a lot of time left to organise a large raffle. We may not be able to source the same number of prizes either compared to Christmas time. General consensus that we should concentrate on organising the fayre as it will need to be organised before end of school year.
- **School Fayre:** Confirmation received from school that Fayre can take place in September, all being well. Plan for date to be Sept. 11<sup>th</sup> subject to availability of Entertainer. 'Banana Brains Fun Shows' has been approached for rates and availability. Further discussion on stalls and games. Two tables for the Tombola, one for adults and one for children. Hook a duck, hidden prize cups, coconut shy are always popular with the children. Also a basketball hoop was thought a good idea. We could also make use of the trim trail, subject to getting permission from school, to do time trials. A suggestion was made that a plant stall could prove popular. Bosworths to be approached first as they donated to our Christmas raffle. Ice-cream van owner that has previously attended fayres to be approached for rates and availability. A suggestion was also made to zone the games and stalls areas.
- **Charity Event:** Options were discussed to hold the next charity event and half term activity and whether to combine both. Consensus was to hold a treasure hunt in half term solely for fund-raising as we have had limited opportunity to raise funds. We will partake in Macmillan Coffee morning in the autumn.
- **Next Meeting:** Friday 7<sup>th</sup> May @ 1pm
- **Any Other Business:** Clarification was sought on our role within the school and what scope our fundraising covered. This prompted some useful reflection on the change TOPs has had along with the school. It was lovely

to have a fresh set of eyes look at our role and some great new ideas were brought forward including the idea of class representatives which was considered before we went into lockdown.

- Thank you to all!

#### **Previous Actions:**

- Liaise with school re date for fayre and raffle permission. Inform them of our decision on hoodies and donation towards a Yr.6 event. Ask about the new parent pack and when it is sent out. (Julie) **Confirmation received. New parent information sent out in May. Awaiting to hear if this will be electronic or paper copy.**
- Check and send end of year report to charities commission. (Julie and Fiona) **In progress.**
- Advertise next zoom meeting to all parents. (Bernadette.) **Advertised on fb and on Parentmail.**

#### **Actions:**

- Pay school office for printing (Fiona).
- Confirm rates and availability of Children's Entertainer (Sophie).
- Email Bosworths once we have a definite fayre date (Bernadette).
- Ask Rossi (ice-cream van) for rates and availability (Bernadette).
- Come up with ideas for treasure hunt locations (everyone).