

TOPs Meeting (via Zoom)

Date: 23/03/2021

Time: 10.30 am

Present: Julie W., Bernadette L., Fiona B., Sophie S., Gayle P., Kam P.

Apologies: Rachel R., Emma B., Nicole B.

Agenda

- Welcome!
 - Financial Update
 - Foodbank
 - Hoodies
 - School fayre
 - Next Meeting
 - AOB
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Minutes

- **Welcome!:** Julie welcomed everyone to the meeting.
- **Financial Update:** Fiona shared the updated financial spreadsheet. She now has full access to the bank account and can process all payments. End of year report is due to charities commission. Julie to check once completed and Fiona to send by August.
- **Foodbank:** Some discussion took place about the Foodbank collection. Although the last two weeks have had reduced interest it was felt that this was more likely down to everyone getting back into the school routine and forgetting rather than losing interest. It was agreed that this is a worthy cause and all present agreed we should keep it going. A suggestion was made that a reminder at the beginning of the week would be useful with a list of most needed items if available.
- **Hoodies:** Options for the Yr. 6 hoodies were discussed. Due to limited funds in the TOPs account, it was agreed that we could not commit to fund them this year. It would also be a financial commitment that could become excessive as the two form year groups move up the school. Previous cost per student was £21. We need to let school know and also in lieu of hoodies, offer to give a donation to anything the school may organise for the Yr. 6 leavers.
- **School Fayre:** This cannot be held at the usual time of year due to Covid restrictions. However, school have agreed to holding it in September if restrictions allow. It was agreed that a Saturday would work better to maintain a family day feel to the fayre. Bearing in mind social distancing which will most likely still be preferable, focus on activities to reduce crowding. Children's entertainer, bubble performer, dance with Bowie, sports with Miss Mulroy/Mrs Bellamy, Rock Steady performance all to be considered. Miniature train previously used was successful. Offer from a parent to provide their company pizza van for hot food gratefully received. A parent who sells Usborne books has already shown interest in having a stall. Also possibly let Yr. 6 have a stall to fundraise for their end of year celebration. With having entertainment on the field and children dipping in and out of these, it was suggested that a small fee on the gate/pre-paid ticket might be a good option rather than trying to charge individually. This would also be a raffle ticket for a prize draw on the day. Look at having our usual raffle in July as to do it at the fayre would be too close to the Christmas raffle.
- **Next Meeting:** Friday 16th April

- **Any Other Business:** Consider doing something for charity between now and summer. Maybe sponsored Readathon over half-term with 50/50 split for profit/charity. Maybe a bake-off challenge as done previously.

Consider canvassing parents for feedback on what charities we should support.

Consider sending out a welcome leaflet with new reception parent pack as an introduction to TOPs as parents have not had the usual meet and greet meeting at school.

Remind parents that TOPs meetings are open to all to get involved and advertise next zoom meeting. Although acknowledgement among the group that most parents are happy to have 'someone else' do the organising and they are happy to support where they can. Important though to maintain openness of the group so nobody feels excluded.

- Thank you to all!

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)
- Check and send end of year report to charities commission. (Julie and Fiona)
- Advertise next zoom meeting to all parents. (Bernadette.)