

## MINUTES

**Date:** Monday 2<sup>nd</sup> November 2020  
**Time:** 16:00 PM  
**Venue:** Willowbrook Primary School  
**Chair:** Amy Lyddiatt

### Members

Amy Lyddiatt (Chair) | Kim Griffiths (Vice-Chair) | Kerry Rugg (Treasurer) | Liz Smith (Co-Treasurer) | Kit Cheng-Ung (Secretary) |

Apologies: Mrs Branton (Willowbrook Headteacher)

Item No.	Item
1.0	<p><b>AGM</b></p> <p><i>Action – To pick 2 dates in w/c 23<sup>rd</sup> November</i>                      Suggest to Mrs Branton:</p> <ul style="list-style-type: none"> <li>• Wednesday after 6pm</li> <li>• Thursday 6pm</li> </ul> <p><i>Action – Reports to be completed for AGM report pack.</i></p> <p>Report authors allocated for AGM items.</p> <ul style="list-style-type: none"> <li>• Chair’s report – AMY</li> <li>• Treasurer’s report – Kerry</li> <li>• Appointment of the independent examiner – Kim to ask husband who is a qualified accountant</li> <li>• Election of committee members</li> <li>• Special business – motion to change PTA to PTFA.</li> </ul>
2.0	<p><b>Meeting schedule for the rest of the year</b></p> <p>Monthly zoom video conference call for first Monday of each month, 5.30pm start.</p> <p><i>Action: - Kit to schedule calls and request dates to be published in next weekly newsletter.</i></p> <p>Dates:</p> <p>7<sup>th</sup> December 2020 – 17:30                      4<sup>th</sup> January 2020 – 17:30                      1<sup>st</sup> February 2020 – 17:30                      1<sup>st</sup> March 2020 – 17:30                      5<sup>th</sup> April 2020 – 17:30                      10<sup>th</sup> May 2020 – 17:30                      7<sup>th</sup> June 2020 – 17:30                      5<sup>th</sup> July 2020 – 17:30                      Summer Holidays – restart 13<sup>th</sup> September 2020 – 17:30</p>

Item No.	Item
3.0	<p><b>Fundraising – pipeline and current</b></p> <p>Action: - Kit to register with Brentwood Council for small society lottery.            Action: - Kit to open account for Your School Lottery            Action: - Amy to write one page AD for Your School Lottery            Action: - AmazonSmile/Easyfundraising – Black Friday and lockdown shopping, remind people to register. Put on whatsapp class groups and social media            Action: - Pre-loved uniform – lots of donations, need to update stock list and push in January. Collate the shirts as they are not popular item and bulk sell 5 for £1/10p or 20p a shirt</p> <p>Action: - Kerry to check when the best rates are for Adventure Island tickets and order in January. Blue tickets most popular, Sea Life Adventure for the rainy days. Lots of Green and Red tickets left.</p> <p>Action: - Bag2school paid 30p/kg raised £105, next campaign in January to book with Happy School Bags</p>
4.0	<p><b>COVID friendly fundraising ideas</b></p> <p>Complimentary Sea Life Adventure tickets, Adventure Island tickets as raffle prizes.</p> <p>Action: - Liz to look into the Virtual balloon race            Action: - Liz to approach parent in Oak class for raffle ideas.            Action: - Kit to reply to Lisa for the Scentsy referral scheme, Liz to approach Networking Ladies for sellers, Kit to check with parent in Pine Class for Body Shop referral, Kerry to arrange FM perfumes seller, Kit to contact Osborne Books seller.</p> <p>Action: - Come back together on Monday 9<sup>th</sup> November for a brainstorming session around virtual fair/raffle ideas. Kit to book Zoom call.</p>
5.0	<p><b>Plans for Christmas activities</b></p> <p>Virtual school fayre Christmas, sell stalls for £5 – perhaps hold on 4<sup>th</sup> or 11<sup>th</sup> December.</p> <p>Action: Kim to research how Virtual Fayre can be done.            Action: Approach Hilbery Chaplin for sponsor boards.            Action: - Liz to make a list of potential prize donations and cross check with Jessica's list.</p> <p>Action: - look at holding a kid's raffle.</p> <p>Last day of term ideas – class parties, fancy dress or movie session with snacks from PTA and parent contribution towards fancy dress or movie.            Action: - Kit to check with Mrs Branton and Miss Cox if happy for it to be done on the 18<sup>th</sup> December.</p>
6.0	<p><b>Raising PTA presence among parents</b></p> <p>Action: - Messaging and promotion to each class whatsapp group.</p> <p>Reception Chestnut – Kim.            Year 1 Pine - Kit</p>

Item No.	Item
	Year 2 Oak – Liz to ask ST to share. Year 3 Cherry - Kerry Year 4 Hawthorn – Kerry Year 5 Olive – Kim and Amy Year 6 Juniper - Kerry
	Meeting ends