

Meeting Date: Thursday 19th January 2021 – Via Zoom

Present: Fiona Wyeth (FW), Madeline Haddon (MH), Lydia Mather (LM), Becky George (BG), Christine Thorley (CT), Sarah Warriss-Simmons (SWS), Katie O'Brien (KO), Sheldon Jowett (SJ), Colin Fowles (CF), Iona Owen (IO) and Lynsey Pinfield (LP).

Apologies: Bonnie Payne (BP), Tracy Burton (TB)

ITEM	ACTIONS
<p>1) Minutes and updates from last meeting</p> <p>Most outstanding actions from previous meetings no longer apply.</p> <p>CT, BG, IO, TB and LP to arrange DBS checks.</p> <p>No outstanding action for Parent Voluntary Contributions from last year. Agreed not to request Voluntary Contributions (VC) for this year (due to lockdown restrictions on activities, and financial pressures on families).</p>	<p>SWS to check DBS process with office and feed back.</p> <p>Then CT, BG, IO, TB and LP to coordinate their DBS applications.</p> <p>KT to follow up on defibrillator.</p> <p>FW to advise parents that no VC will be sought this year.</p> <p>LM to include in newsletter that anyone is welcome to donate at any time, if they are able, via Easyfundraising.</p> <p>LM to ask office to upload AGM minutes to website.</p>
<p>2) Treasurer update</p> <p>Last term we raised ~£3,300 through selling off bar and tuck stock, Christmas cards and gifts, the Christmas raffle, and film nights. We paid a first payment to Pyrotastic for 2021 fireworks. After outgoings the net raised is £2,086.26</p> <p>The accounts therefore overall contain ~£26,000 (of which approximately £7,000 should be retained as contingency funds at all times).</p> <p>Online banking is a priority for enabling certain types of fundraising etc. CT is continuing to work on this.</p> <p>Card reader will also be valuable at future events as we move forwards as a 'cashless' school. The ~£20 cost discounted via Parentkind was agreed to purchase one 'sum-up' device.</p> <p>PayPal – although it's unclear whether we'll need this with internet banking and mobile card payments being set up, we still need to investigate it. It will be crucial to set up PayPal with a long-lasting and non-personal email address to avoid repeat of historic problems.</p>	<p>CT/LM to arrange LM to be added to the Bank mandate. Then CT to arrange for each trustee to sign off internet banking paperwork.</p> <p>CT to investigate mobile card reader services and purchase a 'SumUp' device.</p> <p>CT to research PayPal.</p>

3) Next project possibilities for donation to the School.

A MUGA (multi-use-games-area) is a project request from the School. It would solve ongoing physical issues with an area of the top playground, which needs works to be carried out. With materials to be imported and levels raised, a MUGA may be a useful addition for all-weather PE and playtime access.

Potential for sponsorship from local businesses/organisations/families?

MUGA may be a project for 2022 (or beyond).

In the meantime, the contractor will resurface top playground at Easter and there is a likely need for OSA to fund repainting of the playground (2021).

We will wait for a quote for MUGA costs, and information about how much the School could contribute, before we know how much OSA would need to raise for a MUGA project.

It was agreed overall that a big project to fundraise towards would be a good idea, rather than the small ideas on the fundraising suggestions document. Anything used to spend money on should benefit all children. Funds cannot be spend on teacher/staff gifts.

Lottery £100/£200 club should be pursued to launch in the Spring term. This is dependent on online banking being set up in time. **SJ** is willing to take on helping set up after the beginning of April.

POST-MEETING NOTE: if we are repainting the playground, could we include a 'character' and run a School competition to name them (one of the ideas on the fundraising sheet) – either as a small fundraiser or as a fun thing?
In addition, could we incorporate a buddy bench? Does the School already have one? Maybe we could get a local business (garden centre?) to donate one?

FW to feed back to LM when MUGA costs information is available.

(CT to progress internet banking first).
SJ to run from 4th April.

ALL if anyone has any suggestions/thoughts please share.

4) Support during School closure

It was agreed that the OSA did not need to worry about trying to support families during lockdown (e.g. through contributing to printing/supplies costs), due to other support mechanisms already being in place.

5) Fundraising ideas

The issue of how to make events and activities inclusive was discussed. We were reassured that we should not be concerned about making small events charges (e.g. film night, school disco).

It was agreed that in communications about events/activities we should always mention that if any families need support (technical, financial, logistical) for their child to be involved in something then they should contact us and we are more than happy to help. Online purchasing can create technological blocks, and may become more of an issue as more and more is done online. Having a PayPal account may help with creating easy payment systems for people. We should also retain a worst-case cash payment option wherever possible.

It was agreed that not all events/activities should necessarily be aimed at fundraising (some could just be for fun) – but equally that if we do have a big fundraising project (e.g. MUGA) we are working towards, then that could justify maximising fundraising at every opportunity as far as possible.

It was agreed that a **summer raffle** should be pursued. We are working under the assumption that face-to-face events may still not be possible by summertime. Using Raffall was very successful for the Christmas raffle. Maybe a rainbow raffle?

Spring cards/gifts through Classfundraising should also be pursued. Depending on the timings, this could cover gifts for Mother's Day and Father's Day, general Spring cards, possibly Easter cards, and general greetings cards for sharing with loved ones during the pandemic.

An Easter trail is unlikely to be possible (Covid) due to promoting a walk of a specific route, but **Easter packs** could be a possibility. Either a printable sheet of clues to use at home, or more extensively a physical pack with crafts, eggs, egg hunt paraphernalia and even baking kits.

Pet competition was suggested and this could be a just for fun activity. This could be aligned with an Easter match the pets with their staff owners competition at School.

POST-MEETING NOTE: Some further ideas were discussed on Whatsapp after the meeting!

Smarties tube (each child given a tube of smarties or equivalent)/**plastic bottle coin amnesty**. Smarties could be donated by Co-Op or local supermarket. Families return empty tube filled with coins to School in return. Or each class is given an empty plastic drinks bottle to fill with change from home/each child finds a receptacle to fill at home.

IO to write up some brief notes about Raffall and the raffle set up process.

SWS to research options with Classfundraising.

SWS to speak to Katie at Cookery Doodle Doo about a possible collaboration.

FW to seek staff views about a pets and staff competition and feed back.

LM to seek feedback from Mrs Wyeth about this idea?

<p>Cake deliveries by partnering with a local cake making business (e.g. Karina's Cakes who donated a raffle prize at Christmas) and seeing if they'd like to collaborate on a cake selection box for an occasion – e.g. Mother's Day or (if that's in too much competition with her normal business) Spring or Easter cakes.</p>	<p>SWS to speak to Karina about this idea. Check shipping. Personalised?</p>
<p>6) Newsletter</p> <p>Lydia has drafted a newsletter which needs updating. To contain</p> <ul style="list-style-type: none"> - Committee appointments - Fundraising totals and thank yous for last term - Crisp packet recycling - Next events - Easyfundraising link. <p>POST-MEETING suggestion to also include details of the OSA Facebook page and Uniform Swap and Shop Facebook group too, and photos of fun things.</p>	<p>LM to send round draft newsletter for comment. ALL to provide comments.</p>
<p>7) AOB</p> <p>a) Y6 hoodies – LM happy to take this on. Research will need to be started soon. Agreed that an additional fundraising charge will not be added to the hoodies this year (due to not necessarily being able to fund the relevant Y6 leavers events in return).</p> <p>b) School litter pick – in conjunction with Sustainable Overton and Overton's Plastic Free Community Status (relating to which the School is a community ally), we could arrange a post-Covid litter pick. This shouldn't be sponsored.</p> <p>c) Nativity Amnesty – in the interests of sustainability and potential fundraising, the School could hold costumes (donated through an amnesty) for dress up days including the Christmas nativities. It was concluded that lack of storage will prevent this. However, the OSA can promote swaps through the Overton Uniform Swap and Shop Facebook group etc. at the relevant times. Potential for event specific costume 'match-making' events. Acknowledged that it is difficult to fundraise through this group.</p> <p>d) Gift Aid. Discussion about whether there was any way we could claim more Gift Aid on donations. To claim Gift Aid you need to be paying for something voluntarily (benefit in kind) and need to collect a donor's personal details to be able to report it correctly. May be potential for bucket money collections to be Gift-Aided.</p>	<p>LM to commence research on hoodies.</p>

<p>e) North Waltham PTA – We have personal contact with Alice Crocker within the North Waltham School PTA. Generally PTAs don't work together and they maintain separate geographical areas, but we can potentially share ideas.</p> <p>f) Andrew's leaving gift – LM suggests Cotswold's Outdoor voucher. Agreed that LM will coordinate a collection and purchase this.</p>	<p>LM to email round her bank details for anyone to be able to contribute money to the collection. If you contribute please message Lydia to let her know.</p>
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