**Cockwood School PFA Meeting**

Wednesday 6 March 2013, 7.00pm

**Minutes of the Meeting**

Chaired by: Mellony Kirby

Present: Mellony Kirby, Toni Smith, Brigitte Hawkins, Clare Llewellyn, Suzi & Jem Squires, Sue Jago, Lee White, Ismene Crocker, Jane Fletcher-Peters, Juliette Barry, Vanessa Tomlinson, Anna Brown, Cliff Curd, Adele Jeffs, Beck & Nick Tallamy

Apologies: Lorraine Curry, Nicola Rose, Emma Frewin, Joy Taylor, Clair Campbell

1. Approval of Minutes from previous meeting
* eBay: to be discussed during tonight’s meeting
* Nitty Gritty Comb: It was agreed that this is a good comb and has been well recommended. The cost to us would be £5.99 inc VAT for 50+(£7.99 for 6-12/£6.99 for 13-29/£6.49 for 26-49) and as they are sold in Boots for £10 we could charge £7.50 and make a fair profit.

**Action point** – Sue J to see if there is a way to claim VAT back via the school

* Chocolate Bingo: St Marys Hall has been booked for Friday 22 March 2013
* Chocoholics: Catalogues are en route to Foundation children. Toni has received £50 of orders to date and will be at the Ladies Pamper Night with samples available to view along with a few tasters. Orders will arrive on Monday 18 March 2013.
* Activ Kids: Toni is waiting for an update from Sainsburys regarding any extra items that may be available.

Mellony Kirby then signed the minutes off.

1. Treasurer’s Report

There is currently an amount of £3,800 available to spend which shows a healthy position especially as there has only been a short period since the last meeting.

Abel & Cole – funds raised to date £144.

Yellow Moon – cheques are received quarterly and the sum of £16 has been received

Suttons Seeds – the Langstone Cliff Hotel has placed a massive order therefore that, added to a number of other orders means £72 has been raised so far. NB Suzi Squires explained that the hotel would look to buy certain items via the school – catalogues to be passed via her.

Logo Factory – 101 items have been ordered since September 2012. A payment of £25.25 has been received, which has covered the logo set up cost of £25. Some concerns regarding lack of confidence in the service and slow delivery were raised. It was suggested that this may have been a teething problem as more recent orders have been received within two weeks. There are no plans to consider an alternative or additional uniform supplier at this time. Jane Fletcher-Peters is still happy to collect orders as she works close to the outlet in Exeter.

1. Ebay & Used Uniform Sales

Ebay – Vanessa confirmed that she is still willing to administrate the sale of donated items via Ebay auction. To do this she will need to have:

* a dedicated email address – to be arranged
* a specific username - agreed as CockwoodSchoolonEbay
* a designated telephone number for the Ebay and PayPal accounts – the school’s number is to be used as per Sue’s agreement.
* a cheque book for payment of a weekly postage account and packaging costs – it was decided that receipts should be submitted for any packaging purchases and a request for a cheque re post office account be given to Brigitte weekly whilst enquiries are made regarding the possibility of adding Vanessa as a signatory on the PFA bank account.

Items to be sold will be mainly clothing, however other items will be considered. Vanessa has storage for smaller items, larger items will be considered on an ad-hoc basis.

It may be advisable to have a separate bank account to link to the PayPal one to avoid hacking etc. Brigitte will look into whether a savings account can be set up but stated that as a charity we are obliged to spend our monies rather than save them.

Vanessa believes that for charities there is no listing fee and commission payable on sales is lower than for non-charitable entities but will confirm.

Details of the ‘blurb’ that will appear on the PFA’s Ebay account will be passed to Beck in due course.

**Actions Points** - Mellony to confirm whether Vanessa needs to be a

 committee member to be a cheque signatory

 Beck to look at linking an email address for Ebay to the

 current Parent Forum one

Used Uniform – Vanessa will take donated uniform and will store until sales to parents are organised. Sales could be held termly and Vanessa suggested a charge of £1 per item irrespective of what it is. In addition sales could be organised for when the new parents visit the school in the Summer Term and at the Summer Fayre.

A ‘two strikes then out’ process would operate after which items would be submitted to the next EcoKids (or alternative) collection. NB this would apply to Ebay items as well. Parents will be asked if they are able to store items for these collections throughout the school year to allow parents to bring things in whenever they have a sort out rather than trying to time things prior to the collection dates.

1. Ladies Pamper Night

The event is taking Thursday 14 March 2013, 7-10.30pm. Approximately 15 sellers will be coming and set up is from 6pm. Wine and soft drinks will be available for a nominal price and an honesty box will be in situ rather than having someone ‘man’ the table all evening. Tickets are selling well and it is possible that a third therapist will be required to meet the treatments required. Cheque payment will be made to the therapists at the end of the evening in respect of vouchers handed in and payment for any treatments bought on the night will be taken by the therapists.

**Action Points** - Mellony K to organise the additional therapist

 Brigitte to organise floats for drinks and raffle tickets

 Jane FP, Juliette B & Anna B to purchase wine/nibbles

 Mellony K to put a poster on the school gate

Volunteers to help set up from 6pm – Clare Llewellyn, Emma Frewin, Ismene Crocker & Pat and Anna, Toni Smith & Jo Herring, Beck Tallamy

1. Chocolate Bingo

St Marys Hall has been booked for Friday 22 March 2013 from 5-9pm and the bingo will take place between 6-8pm.

A letter will be sent out to parents requesting chocolate related donations for bingo prizes as well as a raffle. Bingo pens will be sold on the night – Mellony is obtaining these. Refreshments will be in the form of tea, coffee and squash plus sweets which are left over from Halloween. We have plenty of raffle tickets and bingo cards – charges to be confirmed.

**Action Points** – Mellony to email the letter to me to reword if necessary

* Suzi Squires to collect the tombola from the Langstone Cliff Hotel – Beck to remind her
* Mellony to speak to Lynda Jeffery to see if we can borrow her bingo machine, but if it is unavailable Toni will arrange for us to use the one from Sainsbury
* Beck to organise hall set up after collecting the key from Sharon Hodge during the afternoon
* Mellony to organise a poster for the gate after the Pamper Night
* We all need to rally volunteers to help out!
1. Auction of Promises

This was a good fundraiser last year. This year’s event will be held in May leading up to Whitsun – date and venue to be discussed at the next meeting.

 A letter will be sent to last year’s donators either by email or post. This will confirm our new charity status, contain an SAE (if sent by post) and be tailor written to each organisation giving an idea of what type of donation we would like i.e. Ball Boy or Mascot opportunity with TUFC or entrance ticket for Dartmoor Zoo. In return we can offer word of mouth advertising. Any high value donations could be auctioned via eBay.

The committee will meet to agree the list of organisations to be contacted and letters will be sent before the next meeting.

An email may be sent to parents asking for contact details regarding any organisations with whom they have connections and may donate.

**Action Point** – Beck to set up a CockwoodPFA@gmail.com account

1. AOB

Sue requested funding for

* 2 x non-interactive white boards for use in Class 3 and the Sunny Room, which is now being used for teaching on a regular basis. Approx cost - £300 maximum, AGREED
* Class 3 trip to Plymouth Aquarium, bus funding. Approx £250, AGREED
* Accelerated Reading Books. This scheme is taking off however due to the varying ages of the children involved we are struggling for sufficient titles with age appropriate content. There is approximately £500 in the Puffin Club account, but it is currently inaccessible due to changes at their end. Jane FP explained that she buys books for Nerissa and will be happy to donate them to the school once she has read them and perhaps other parents will do the same. More books will benefit most of the school and Sue shops around to find the best buys. £200 to buy approx. 40 books has been AGREED but we may consider donating more at a later stage.
* Some new playground equipment would be good to have, but it was decided that this can wait for now.
* The three further price matching events that could be met by Barclays Bank were discussed and the Summer Fete, Summer Panto and Christmas Fayre were thought to be the highest yielding events. It was agreed that other price match options could be looked at. Lloyds Bank has a scheme whereby any employee with a connection to a school may initiate some funding provision. Ismene agreed to discuss this with her sister who works for Lloyds.
* As this meeting has been so well attended it has been agreed that we alternate meetings between afternoons and evenings with the latter starting at 7.30pm.
1. The next meeting will take place on Tuesday 30 April 2013, 3.40pm at the School
2. Meeting ended at 8.30pm