



St Thomas More

School Association (STMSA)

Registered Charity: 325080



18th September 2020

Present: Frances Rattigan, Katherine Fielden, Jo Cosgrove & Clare Trowbridge
Apologies: Bev Loczy, Clare Rodgers, Monica Murray, Emma Adams, Nancy Ives, Silvia Marshall, Fiorella de Llama, Natasha Brine, Nicole Brandwood, Prad Samtani

1. Matters Arising

Due to lockdown the cookbook for parishioners were unable to be distributed. Clare T now has these and will, with help from Nicole, contact and deliver these to parishioners over the next few weeks.

2. Report from treasurer

Our account looks healthy at present. It has approx £12000 available for the school all which is currently allocated to requests that have been made. Once we have received invoices from the school the relevant payments will be made. Please see summary for further detail.

3. School requests for finding

We've been asked to fund 13 chromebooks at £4815 and a freezer for the wrap around care and for freezer packs, ice lollies etc which we've allocated up to £130. We are still awaiting an invoice for last year's forest school but this is in hand and we should have it shortly. This year the school will be using an inhouse team for forest school. (Thank you Colleen!)

4. Covid safe ordering, payments and distribution to parents

We aim to do as much as possible online this year. Although there is a general PTA email, we think it is best that each event has its own email set up that the person running that event can access as things may get lost if everything is coming to one email with multiple people trying to access it. If you prefer to use your own email then please make sure you comply with any GDPR rules if you are asking for personal details. Anything that must be face to face can be assessed at each event and the safest course of action agreed upon.

5. Pond/Eco Garden Update

Colleen, Clare R & Frances did an amazing job organising this over the holidays and both areas look wonderful. Thank you all so much for all the hard work and getting the volunteers to come and help. Going forward Colleen and Clare R have agreed to lead looking after the areas and will call on us for help as and when extra help is needed for upkeep throughout the years. Thank you ladies and to all the volunteers who helped!

6. Ongoing Fundraising

Supermarket vouchers -

Looked into Covid safe hand overs for the vouchers and suggested that a couple of dates be given for collection each month at a designated spot to come and collect vouchers in a clean and safe way. Jo will discuss this with Sandra and then contact the participants of the new changes. We also need a drive for new customers. We will ask for something to be put into a future newsletter and start talking to parents about joining.

100 Club -

100 Club has lost a small amount of members over the year due to the children leaving the school. We are currently 2 members below legal requirements to run but current members are paying extra for 2 entries to temporarily fill the gap. Clare T to promote asap to fill the gaps and we'll ask for promotion in the school letter soon.

Amazon Smile/Easy fundraising -



St Thomas More

School Association (STMSA)

Registered Charity: 325080



Frances will promote this is the newsletter and via Whatsapp will ask if we can promote at church too. Please make sure all of us use it too.

7. Possible fundraising ideas for the autumn term.

General request for money -

We have drafted a general letter for help from parents and it was suggested that we could use a virgin money fundraising site to visualise the targets we are raising for and for parents to donate towards. Clare T will send the letter draft to Jo who will look into setting this up and amend the letter as needed.

Apple Juice -

We have had plenty of offers of apples and are in the process of collecting them all. Please keep on the lookout for more though. Frances will finalise the ordering and delivery process once we know how many bottles we have to sell.

Bags 2 School -

This is for the collection of preloved clothes, shoes etc. We have an e-leaflet to distribute and a collection date of 8th October. Frances will send this out via the class reps once the school has confirmed this can go ahead as it may clash with a school event. If we get the go ahead Clare T will be organising the drop off point for the bags and the collection by the company.

Christmas Cards -

Clare R is working with Silvia to get the templates back to the company for maximum revenue. The school has kindly agreed to card in class but it was also agreed that if any parent wishes to do their own they can contact Clare directly and do this. Frances will send a message (checked with Clare) out re this, We don't expect many will, but the option is there.

Lego Competition -

This is to go ahead virtually. Entries can be submitted with a photo or a short video just after October half term. Frances has this in hand.

Treasure Hunt around town in shop fronts/houses -

We need to find shops and people who live on busy roads who would be willing to have a poster up so we can write the clues around them around Christmas time. Suggested £2 entry and all entrants will receive a completion certificate with entry to a draw for a prize. Frances to organise and find volunteers to help (unless anyone else is keen to organise!).

Virtual Quiz - We are aware that some people may be quizzed out but we would like to go ahead and look at how we can do this. Frances will ask Prad who has some experience with this on practicalities on holding such an event and if he can lead this.

Virtual Christmas Fair -

Frances looking into creating a PDF brochure for selling items this year. We need A volunteer to start finding raffle prizes and silent auction prizes (we already have a £50 Hush voucher and can do hampers). Frances will send a call out to parents to see if anyone can help with providing items or services (once some time has passed after the general funding request letter has gone out...) or if people can offer to help make crafts. We have an offer of masks being made by Frances' mum but we made need extra hands depending on orders. Silvia has offered to make biscuits this year. The classes will be asked if they can make and photograph the items with any expenses being covered by us once we have receipts. Other ideas for items to sell include craft kits and bulbs in decorative pots. We all need to ask around our crafty friends for any ideas they may have or help they can offer. Frances to look into an online payment system we can use. Any suggestions most welcome.

Virtual Christmas Raffle -



St Thomas More

School Association (STMSA)

Registered Charity: 325080



We are looking into doing a virtual ticket system this year. Raffall has been suggested on a couple of sites and will be looked into. If anyone knows of another system please send through a link. A volunteer or volunteers are needed to coordinate the raffle and/or silent auction.

Wreath making - Tash is looking into creating wreath kits with everything people need and instructions to do at home.

Calendar/Tea Towel - There is already a lot to do this side of Christmas so we will look into doing something along these lines next year.

Bubble discos - We would like to do a mini disco for each year group. Will look at holding these around Christmas.

8. Newsletter for the start of the year

Frances will put together a newsletter informing parents of all our intentions and detailing what we are fundraising for and how will be put together. Hoping to do this once a term to keep everyone up to date with plans.

9. Gift for Mrs T

We intend on getting Mrs T a leaving gift to say thank you for all her work with us over the years. Going forward we will look to see if we can run netball again in the future once we can work a safe way of doing so. Frances will ask the school about this.

10. AOB

Plant pot toadstools. Clare T has mentioned about selling toadstools made from plant pots for Spring time. She has started looking into pricing and is currently trying to find a supplier for the items found. A small team of crafty volunteers will be needed to help with making them next year. If you know of anyone who would like to help please send them to Clare. A parent has asked that with Mr Macey leaving if this is something the PTA could fund. Frances to pass this request on to Mrs Little.

11. Date and nature of next meeting

Proposed date is Friday 16th October straight after school drop off. If there are 6 or less and the Covid restrictions are as now we will meet face to face, otherwise we will look into a virtual meeting.