

3 March 2019

Chair: Veronica Burci  
Vice Chair: Grahame Warby  
Joint Treasurers: Ben Rodgers and Kyoung-Won Park  
Secretary: Rachel Brown

## Minutes of St Joan of Arc Meeting

Present: Veronica Burci (Chair), Grahame Warby (Vice Chair), Benedict Rodgers (Treasurer), Rachel Brown (Secretary), Julie Barnes, Cory Haley, Briana Doerr, Giusi Coppola, Aine Stewart, Nuala Madden, Cat Rigoni, Clare Campbell.

### Agenda:

1. Welcome
2. Approval of last meeting's minutes
3. Update on accounts
4. Communications Workshop – Follow Up
5. Update on BBQ and Auction Event 10 May 2019
  - a) Auction coordination
  - b) Raffle
  - c) BBQ & other stalls
  - d) Kids entertainment
  - e) Sponsors
  - f) Poster and catalogue
  - g) Volunteers
6. Summer Fee Kick Off – 6 July 2019
7. Committee Reports
  - a) PA subs
  - b) Volunteers
  - c) Uniform and Cake sale update
  - d) Easter Eggs

### **1. Welcome**

Veronica welcomed everyone in attendance.

### **2. Approval of last meetings minutes**

The minutes from the PA meeting held on Friday 11 January were approved.

### **3. Update on accounts**

- Ben reported a profit of £1,800 net after expenses from the Quiz night. This is 10% up on last year.

- The group agreed the event was very successful, especially as there were 20 less people attending than the previous year.
- PA accounts are currently with the accountant, Tax Assist. Accounts to be submitted by Rachel to the Charity Commission by the end of June.
- £7,700 currently in account. £200 to follow from the cook book.

#### 4. Communications Workshop – Follow Up

Briana reported on the actions agreed at Communications Workshop held on 1 February:

- Refine the PA's mission to include in all communications in a concise way
- Objectives for this year are fundraising, and to increase participation from parents and volunteers
- Create simple hashtags/slogans to include in all communications. Student Council members to present their proposals for hashtags at the next PA meeting on 26 April.
- Improve communications with all stakeholders, including recent school alumni
- Consider using social media such as Twitter and Instagram. Guidance on the do's and don'ts of using social media has been sought (i.e. not using photos of children)
- Parents survey to determine preferred social media and communications channels, and for feedback on events. Need feedback as to why parents do not attend PA meetings; consider alternating between daytime and evening meetings to attract more parents. Need to change perception of PA as a closed group.
- Facebook page and PA website have been revised and updated
- Main campaigns are: Auction, Summer Fete, subscriptions and volunteers
- Suggest adding PA account details to website so parents can donate at any time. Shopping schemes (such as easyfundraising) also to be explored
- Increase transparency of fundraising campaigns, so the school community are regularly updated on how much has been raised, and what we are raising funds for.
- Improve child to parent communication of PA activities. Target year 1 and year 6 families in particular to assist with events. Miss Campbell to talk to children about PA events so they can tell their families, and talk to parents at the end of assemblies to raise the PA profile.
- Consider how school houses can get involved with events
- Physical barometer to be introduced in large hall showing target and funds raised to date. Miss Campbell proposed school council will take this forward, and school will purchase barometer. Barometer also to be included on school newsletter (messaging to be coordinated with Brianna). Agreed to aim for £30k target. Images of equipment already purchased to be included in next newsletter
- Fundraising priorities are IT, playground canopy, supplementing school trips
- Miss Campbell explained the school have also applied for a separate Rocket Fund for IT (£5k target which would be matched)
- Transparent container for coins suggested in school building and for events. Miss Campbell to discuss with School council. We need to be careful not to be asking presents too frequently for donations.

- Ehyrn and Cory have created a collage of photos from PA events through the years to use on social media. These are great to promote the PA, but we need to be careful where photos of children are used. Images of events (children blurred), tickets, posters and equipment can be included in public social media. Photographs of families on private Facebook page only.

## 5. Update on BBQ and Auction Event, 10 May

### a) Auction coordination:

- Cat is coordinating auction lots and has contacted all former donors; once all responses have been received, we can decide what else is needed.
- School related items tend to generate the most funds; Miss Campbell to update Cat with a list of pledges.
- There will be a range of items, some expensive and some more affordable.
- Liam Brady has confirmed he will sign t-shirts if he cannot attend

### b) Raffle:

- Giusi and Andrea are coordinating the raffle
- Portico have been asked to donate a technology item (e.g. iPad) as the main prize for the raffle
- Last year there were 10 adult and 10 child prizes; agreed this was too many. 6 or 7 suggested for each
- Donations are still needed for prizes; emails to be sent to year groups. Shops on Blackstock Road have been asked for donations.
- Suggested contacting the three Parishes to ask for donations
- Briana to suggest wording for donations call out message for both Auction and Raffle

### c) BBQ & other stalls

- Grahame to coordinate BBQ. Need to check if Wes is stepping down
- Warburton's donated rolls last year, waiting to hear if they will do again this year
- Godfrey's Butchers to supply meat at cost price
- Greggs to be asked if they can donate 100 vegetarian rolls
- Bar (prosecco and beer stock all used up at Quiz night, wine stock to be checked)
- Aperol Spritz cart (Elena contacting Aperol asking for sponsorship)
- Coffee cart (Veronica will ask Portico and other suppliers)
- Soft drinks
- Sweets, crisps, popcorn machine
- Uniform stall (and at Summer Fete TBC)

### d) Kids Entertainment: Magician is booked. Miss Campbell has booked a new company for football activities; other activities (not dance class from last year) to be planned

### e) Sponsors:

- Looking for Estate Agent to supply a banner for outside the school. New agency in Upper Street to be contacted
- Portico to supply main prize

- f) Poster and catalogue are in hand. Catalogue creative to be aligned to poster to make messaging more consistent. Suggested adding commercial value to each item as a guide, possibly with a quote from the person who bought the item last year.
- g) Volunteers. Veronica to arrange coffee to meet parents informally in March, and a table in playground to recruit volunteers

Smaller meetings to take place for each activity

#### 6. Summer Fete Kick Off – 6 July

- Agreed we do not need a theme
- Children to design the poster – school council to lead on this
- Separate committee required for Fete planning; Aine and Cat volunteered for this
- Class reps to send email to year groups asking for volunteers
- Teachers to run book stall

#### 7. AOB

- Bottle raffle suggested, where each child donates a bottle (can be anything, olive oil, wine etc.), and every ticket wins a prize (£1 ticket). Miss Campbell suggested this would work best at the Summer Fete.
- Quiz night colouring competition – on school council agenda for next week.
- Veronica thanked Julie and Rebecca for all their work with the uniform stall. Julie suggested selling pens and labels with uniforms; options to be explored

#### 8. Next meeting:

**Friday 26 April, 8.50**

#### Upcoming Events 2019

|       |   |          |       |
|-------|---|----------|-------|
| March | PARENTS ASSOCIATION MEETING<br>– Auction night update / Summer Fete start                   | 1 March  | 8:50  |
|       | Cake & Uniform stall  | 22 March | 15:15 |
| April | PARENTS ASSOCIATION MEETING<br>– Auction night update / Summer Fete start (morning meeting) | 26 April | 8:50  |
| May   | Cake & Uniform stall  | 10 May   | 15:15 |
|       | AUCTION/BBQ   | 10 May   | 19.30 |
|       | PARENTS ASSOCIATION MEETING<br>–Summer Fete (evening meeting)                               | 22 May   | 19:30 |
| June  | PARENTS ASSOCIATION MEETING<br>– Summer Fete (morning meeting)                              | 7 June   | 8:50  |
|       | Cake & Uniform stall  | 21 June  | 15:15 |
| July  | SUMMER FETE   | 6 July   | 12:00 |
|       | Cake stall only   | 12 July  | 15:15 |