

Minutes for the Oakhurst Parent Fundraising Association
Thursday 27th April 2017

Present:	Wendy Smart – Chair David Hutchins – Secretary Lorraine Mostafa – Accounts Officer	
In Attendance:	Claire Hutchins Laura Little Will Clark Hayley Amato Hayley Clayton Tim Howe Gemma Askwith Amie Poole-Thompson	
Apologies:	Zoe Propper Becky Maddern – School Liaison	

Item (a)	Discussion and Decision (b)	Action (c)
1	The meeting opened at 1803hrs	Chair
	Introduction and Apologies / Previous Minutes	
1.1	Apologies as above.	Chair
1.2	The proposed group name in the previous minutes was raised and the limiting of the design that the children could create other than 'Butterflies'. It was discussed and agreed that the name initially suggested 'Wings' be amended to describe exactly what the group was formed to do. It was confirmed by all that we would be known from this point forward as 'Oakhurst Parent Fundraising Association'	Wendy to amend all documents and referencing created up to this point.
1.3	It was noted that the discussion and agreement that all members would seek DBS clearance as best practice was missing from the minutes. The topic was again discussed and agreed that members can obtain the necessary forms from the school reception and that there was no cost to the application.	Members
2	Charitable Status Progress	
2.1	Wendy confirmed that the Chair, Secretary and Accounts Officer needed to be on the application form (to be signed).	Wendy, David, Lorraine
2.2	It was confirmed that outstanding was the setting up of a bank account to be used by the group.	Wendy, David, Lorraine

2.3	Wendy confirmed to the group that as an active group linked under P.T.A UK this should help the application to progress easier.	Wendy
3	'Picnic in the Park' (Mr Mead) fundraising opportunity	
3.1	<p>It was confirmed that we are still awaiting details from Mr Mead who is organising the event and that this would be an ideal opportunity for the new group to announce/introduce itself. Discussion about keeping it simple as our first event and several ideas were proposed and discussed such as:-</p> <ul style="list-style-type: none"> • Raffle • Glow Sticks, simple sellable items to amuse the children • Ice Box containing Ice Poles to be sold 	<p>Wendy will speak to Becky who is dealing with Mr Mead</p> <p>All to report back ideas to the group</p>
3.2	It was suggested that to clearly identify the members during the event (and future events) as part of the NEW GROUP we could have T-shirt's made. A simple yellow T-shirt with Oakhurst PFA on the front was initially agreed as a good starting point. The idea was agreed and costings would be sought by Lorraine who has family connections that could source the items required.	Lorraine will scope costs.
3.3	An idea to ask Mr Mead if £1 could be added to the ticket price for the event which could then be donated to the group was proposed by Will. This would be a simple way to raise funds quickly.	
3.4	Wendy confirmed that there will be an Interim Meeting before the event rather than wait till the next Monthly Meeting to confirm specifics agreed with Mr Mead.	Wendy to confirm.
4	Summer Fayre (Operation Sunflower)	
4.1	Wendy confirmed that as Becky was the not present with the details this item would be discussed at a later time.	Becky at a later date
5	Meeting Schedule	
5.1	Wendy confirmed that she had spoken to the school and that the Community Rooms were not available from the date of this meeting due to the afterschool clubs held on Thursdays and that they needed confirmed dates as far in advance as possible. Wendy confirmed that Wednesday's the Community Rooms were available if that suited the group, this was discussed and agreed. An alternate/backup meeting location was discussed and it was suggested COSTA above NEXT at the ORBITAL as a good option.	Reception to be informed last Wednesday of each month till the Beginning of the Summer Holidays
6	PFA Message/Presence in the playground	
6.1	The name 'Wings' as discussed in 1.2	

<p>6.2</p> <p>6.3</p>	<p>Wendy asked the group that when in the playground if they could approach other parents and inform/discuss the ne formation of the new group and its aims/message.</p> <p>The group were informed that the previous PTA had a full page allocated to them in the school newsletter that was sent to all parents and that this agreement was probably still in place that could be adopted by the group. It was then suggested that a good was to announce the groups formation and identify its members was if the Chair did a Bio Pic in the next addition and then after that it could be used to intro due key members as well as announcing forthcoming events and past achievements.</p>	<p>All</p> <p>Wendy to create Bio Pic and send to reception to be placed in next School News Letter.</p>
<p>7.1</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p>A.O.B</p> <p>Wendy confirmed that she has setup a Facebook Account and Gmail account which will be accessible by the group members only. This will help with communication and the need for ideas and suggestions to wait until an official meeting date.</p> <p>Lorraine confirmed that she will create a Twitter account to run alongside the above.</p> <p>It was suggested and agreed that to assist Becky that school each year should have a member of the group who's child is in that year. Those members would then assist with running which ever event is associated with that year; this will help to distribute the work load. The following members have children in the corresponding years:-</p> <ul style="list-style-type: none"> • Nursery – Lorraine, Haley A, Gemma, Wendy • Reception – Amie, Gemma, Hayley C • Year 1 – Tim, Wendy • Year 2 – David, Claire • Year 3 – Laura • Year 4 – Laura, Will, Lorraine • Year 5 – • Year 6 – Wendy, Laura <p>It was suggested that on the last day of school before the school breaks for summer that the group organise an event such as a Cake Bake etc. It was discussed as a good idea, a nice way to end the school year and a simple way to raise funds.</p>	<p>Wendy to amend the name by omitting 'Wings' within the title.</p> <p>Lorraine</p> <p>Ideas to be discussed at a later date.</p>

7.4	The position of Deputy Chair (outstanding) was raised and Amie volunteered her services. This was discussed and agreed Amie from the date of this meeting will take up the role of Deputy Chair supporting Wendy in her role.	All
7.5	Tim asked the group if anyone had approached their employers to support the group through the 'Match Funding' scheme. Tim confirmed this is where companies match money raised by charitable groups. This topic was discussed and several large companies were identified such as Honda, WH Smith to name just a few. Parents could also be approached to see if their employers would participate.	
8	Date of Next Meeting – Wednesday 24th May 2017 The meeting was Closed 1858hrs	Chair