

FOTSA Meeting 22nd March 2019, 8.30 am

Held at Tottenham School

Attendees: Amy (Chair), Sian Mainwaring (Tottenham), Jo Levison (SMAB), Bridget Lennon (SMAB), Soulla Kiliaris (Tottenham)

This meeting was a follow on meeting with School Staff, following the meeting held 15th March with parents. Notes from meeting 15th are in black, notes from meeting 22nd are highlighted

1. Update on Quiz night proceeds

- The quiz made £1002 from the night, plus £700 from Castles for the boards advertising the event = £1702 total, a fantastic amount.
- Awaiting payment from Castles
 - Caroline to prepare invoice for them
 - (Amy to send over copy of previous)
- Bozena provided monies for expense claims

2. Current position FOTSA fundraising

- We have raised £2691 this year so far,
 - £1702 Quiz
 - £711 Valentines Disco (SMAB)
 - Jo notes that the 2 time slots for the disco worked much better for the children, who had more space for their age group. However it was difficult for school staff to support which will need to be considered for next year.
 - £278 Happy Bags (Tottenham)
- It was noted that SMAB also ran a clothes bags donation, Amy to confirm details of this and if this is being paid into FOTSA accounts.
 - Jo to find out who the SMAB provider is at what the donation amount is per bag, compared to the price FOTSA have negotiated (the more slots scheduled in the higher the price per kg)
- Also noted that Easyfundraising has raised £302.78 from 30 supporters but no payment has been received yet. Tottenham have added the FOTSA bank details
 - Soulla has raised query with Easyfundraising and they have confirmed that no cheques have been banked. Soulla continues to make contact to arrange payment
- Request that the Easyfundraising details are added to each and every school newsletter as a standing item to increase uptake. Amy to raise with schools.
 - Schools agreed

3. Funding requests

SMAB have requested funding for artwork across the school

...possible to ask for the PTA to fund the project below. It is a historical timeline in pictures which will go across the whole school starting from the year 3 area. The cost of the project is £2800. There are images of how this would look on the website page below:
www.loveartforschools.com

Hello Maria,

Lovely to see you the other day. We had a good chat about your Bible quote art and worked on an example for you (see attached our rough idea...anything can change). I think they could be really calm, but pretty...something to draw the viewer in. Each quote would be on a board around 70cm wide and 100cm high. We think this size would work well. The Vision Statement (above the stairs) will be made to match the Bible quotes.

The quote for the timeline is based on it being 40cm high. We think this would work to give a nice flow throughout the corridor. As discussed we would incorporate the main areas of history taught in the curriculum as well as your own personal school history.

Cost - Historical Timeline £2800

Let us know if you would like to go ahead and we will prepare an invoice for 50% on agreement of the project. The next 50% will be due on completion of the work.

I look forward to hearing from you. Happy half term!

Nat

Love Art For Schools

This was discussed and considered that as the largest request for FOTSA money in the last 3 years there should be a full quorum of the charity trustees to approve this level of spend. It was noted that this would be only slightly less than half the total funds raised last year. The attendees also felt that for this size spend a number of quotes for comparison should be presented. Decision deferred to next meeting, pending all trustees being present, consideration of spend with other funding needs and additional quotes.

This was discussed by school staff and additional information provided. The objective of the work is for accessible learning, particularly benefiting those with limited English, and to meet a curriculum objective and will count within any future Ofsted inspection. It is also to celebrate St. Michael-at-Bowes 125 year anniversary and will include historic pictures of the school (meets a curriculum objective on local history). The boards are of a high quality that will last years, therefore increase cost over standard printing and the quality of work has been seen in other schools. This also includes installation across the school. Sian also noted that she is interested in doing the same for Tottenham next year.

The price is considered correct by Jo and Sian and although it was noted this is a significant spend by the Charity, within school expenditure this is considered a small value purchase, where multiple quotes wouldn't been obtained. It was noted that as SMAB have carried unspent funds in their account over the previous years this expenditure is within the budget of the account, assuming all other spending this year is in line with last years spend.

3 of the 4 Trustees of the Charity (Amy, Jo, Sian) agreed to the spend.

4. 2nd Hand Uniform Sale

- To be held during parents evening Thursday 28th March at St. Michael at Bowes hall.
- New event for FOTSA – it was discussed if this is a good use of our time? Will any parents from Tottenham actually come over? Agreed if it is not well attended not to run again. Concern raised that we do not have enough volunteers to run the stall between 3 and 4pm (and to set up the stall before 3pm). Schools to be asked if they can assist with set up. If we can not get enough volunteers we will have to cancel.
 - It was discussed and agreed schools would like to see this run – it is something a PTA should put on and teachers/ teaching assistants will help.
 - It will be in the hall and as well as the book fair there will be other SMAB information tables (on Class DoJo)
 - It was discussed that it would be wonderful if we could run this as a cake sale too, but all discussed we do not have enough volunteers to consider this.

• Volunteers available

2-3	3-4	4-5	5-6	6-7
Maria SMAB TA's	Sian SMAB TA's	Amy Caroline	Amy Caroline	Amy Claire Caroline

- Claire volunteers to pick up any uniform donated in advance and sort at home Mon 25th
 - SMAB have some uniform already which is washed and sorted.
 - A Class DoJo message will be sent by SMAB to request more donations
 - Tottenham will send a Text
- Amy can donate 2 bags of hangers and loan a clothes rail
 - SMAB to also request hangers and plastic bags to put purchased items in
 - Sian will bring a clothes rail from Tottenham School
 - Sian will bring a float and a list of prices as per the Summer Fair
- Caroline volunteered to use the opportunity to reach out to parents about FOTSA and how people can help out at the summer fair either standing in the entrance or by siting the table nearer the stairs.

5. Summer Fair Planning

- We reviewed full list of tasks and agree owners for actions. See list for details.
- Decision made on the raffle tickets – agreed to fund buying pre-printed tickets. This will save on print and effort to produce a flyer to explain raffle tickets and considerable efforts on returned tickets in writing on the backs of multiple tickets where instructions are not understood.
- Links to templates to be shared with the group – Amy
 - The decision on buying pre-printed raffle tickets was discussed and agreed this should be labour saving for fair prep

AOB

- Sian notes that Tottenham are looking to increase fundraising to pay for the public access defibrillator. The School Council have organised a film night for the children, fundraising for this will go into FOTSA account. If it proves successful then others will be organised.
- Amy noted that FOTSA parents discussed putting on a Saturday event around the end of September as a fun run in a local park (probably Norfolk Avenue) which will be specifically identified as to raise funds for the defibrillator.

Next Meeting

- Meeting to be held in school Friday 22nd March 9am. Amy and Caroline can attend to meet with school staff.
- Call/ video call to be arranged for Wednesday 3rd April at 8pm to discuss progress on the summer fair advertising