

SPLAT Committee Meeting Minutes

Date: Thursday 7th March 2019
Time: 19:00 – 20:15
Where: The Church House Inn, Stokeinteignhead

Attendees: Emma Clarke, Carey Bond, Anna Williams, Rosie Rowe, Lesley Moore, Hannah Robertson
Apologies: Sarah Farmer, Ellie Mitchell, Dominic Collett, James Williams, Becky Spicer, Jo Crathorne

SPLAT would like to officially thank the following people and companies for their kind donations since our last meeting:

- SPLAT would like to formally thank Shaun Keenan and the Edilians Group for purchasing the grit bin and gritting equipment for the school. The school had put this funding request through to SPLAT, but this generous donation means we can keep the funds we have raised banked towards our playground refurbishment project. We have an official thank you and personal message from Jo Crathorne and the school to give to Liz to pass on to Shaun.
- Thank you to Lynnette Chapman and Steve French for donating the mince pies to sell at our Xmas performances.
- Thank you to Tesco for donating a voucher covering the cost of the mulled wine for our Xmas performance refreshments.
- Thank you to SW Comms and Bear Feet, Newton Abbot for the donation of prizes to our Xmas raffle.
- Thank you to Costa coffee, Kingsteignton and McDonald's, Penn Inn for donating the cups used for our Xmas performance refreshments.
- Thank you to Morrison's, Teignmouth for their kind donation of books and stationary for the school to use as prizes at their World Book Day event, and for 100 tubes of smarties for us to use for our 'smarties challenge event' which we will be running over Easter.

Of course, thank you to all our SPLAT volunteers who have helped with the cake sale and Xmas refreshments last term. And finally, thank you to everyone who has supported our recent events!

Financial update & review of recent activities:

As of 31 January 2019, we have £4,109 in the bank. All monies raised in the autumn term is banked, except for £10 float.

Profit made on autumn term activities since last meeting:

- Willow cake sale = £111.45 (best cake sale ever!!!) (100% profit)
- Bags2school clothing collection = £64.00 (100% profit)
- Pantomime ticket sale = £685.00 (100% profit)
- Children's Christmas cards = £196.00 (100% profit)
- Christmas performance refreshments = £157.00 (95% profit)

Total profit made in Nov/Dec 2018 = £1,213.45

Sarah and Emma have worked very hard this last term to ensure we maximise the profits for these events, sourcing competitive suppliers and seeking donations from companies and individuals to minimise expenses to make sure that as much of the money raised from SPLAT activities gets to go back to supporting the children and the school.

Funding requests:

- Leavers donation – in May 2018 SPLAT agreed we would donate £25/child towards the Year 6 leavers hoodies and activities. There are 15 children in this year's group and therefore we will donate £375.00 this year.

Other PTFA expenses:

- Parentkind membership was renewed in January (includes our insurance for the year) = £65.00
- Small society lottery licence annual renewal is due = £20.00

AGM & charity status discussion:

We are due to hold an AGM in March/April. To comply with the rules of our constitution we need to ensure that all members of SPLAT (i.e. all parents, carers and teachers of the school) are invited and made aware of the meeting. We will also need to re-elect who holds our Chair, Secretary and Treasurer positions.

ACTION: Emma/Sarah to agree a date with school on when to hold our AGM and to get an invitation sent out to our entire SPLAT membership.

If we raise more than £5,000 in a financial year, we will be required to register SPLAT as a charity. Becoming a charity would bring additional responsibilities including having trustees and having to submit accounts (full accounts will be required if we raise >£10,000). Advantages of gaining charity status would include it would make us accessible to local company's charity donations and we could take advantage of gift aid.

The group agreed that we need to understand:

- the pros and cons of becoming a charity
- the responsibility long-term (this isn't just a decision for today but will affect our PTFA for years to come)
- the permanency of the decision (can it be reversed at any point?)

The group also agreed we should share our thoughts about becoming a charity at our AGM, and that due to it's 'permanency' we would require a vote on it from all our SPLAT membership.

ACTION: Carey to call the Charity Commission and ask them the questions we need to understand better.

ACTION: Once we have the information, Emma to then develop a communication with Carey to send to our SPLAT membership to outline our thinking.

ACTION: Emma/Sarah to develop an agenda for the AGM including election of roles, charity status discussion and playground refurbishment project.

Playground refurbishment:

Two playground companies have inspected our site and provided quotes for installation of equipment and surfacing for the playground - Rhino Play Ltd and Outdoor Play UK. We have worked closely with Kate Arnold and Jo Crathorne to understand the needs of the school and the children. They are sharing the ideas with the Eco-Council to get input from the children too.

We have agreed with them a three-phase proposal:

Phase 1 – installation of a large climbing piece (suitable for all year groups) behind the pencil fence, including installation of safety surfacing

Phase 2 – laying of rubber bonded mulch surfacing to the bottom two tiers of the terraces on the left-hand side of the playground to create an all year-round usable area (as outdoor classroom, play area, lunch area etc.) and installation of activities to create a sensory area (e.g. musical play equipment).

Phase 3 – installation of smaller climbing pieces around the periphery of the playground (pieces which do not require safety surfacing)

Approximate costings for each phase based on our current most competitive quotes are:

Phase 1 - £4,450 + VAT (equipment + surfacing)

Phase 2 - £3,150 + VAT (surfacing and installation) and £750 to £2,000 + VAT for each musical play installation (plus installation costs)

Phase 3 - £315 to £1,125 + VAT for installation of individual pieces

ACTION: Lesley to contact Outdoor Play UK for a full scope of works, and to source additional quotes.

ACTION: Emma/Sarah to create a communication to send to all parents outlining the proposal, including providing option for parent donations and support for ongoing SPLAT fundraising towards the project.

2019 SPLAT fundraising events:

See Appendix 1 for list of most profitable events run by SPLAT in 2018.

See Appendix 2 for complete list and detail of events planned for 2019.

The group agreed to the events proposed by Emma/Sarah which remain listed in appendix 2.

ACTION: Lesley to ask Jo Crathorne if the sports day could be moved to the afternoon to provide more options for refreshment fund raising.

ACTION: Emma to ask Ellie to create a poster/flyer for the Smarties Challenge event in readiness for the Easter holidays.

ACTION: Emma to assign classes to each cake sale throughout the year and ask for the dates and info to be put in the school calendar. Plate flyers to be created and put in Ash class bags on Fri 15 March in readiness for cake sale on Thurs 21 March.

ACTION: Emma/Sarah to create a communication to request a gift amnesty, which could be used as prizes at forthcoming events.

ACTION: Emma to request donations of chocolate and Easter eggs for the chocolate tombola.

ACTION: Emma to distribute the list of places to source raffle prizes to all those present at the meeting so we can divide up approaching them for prizes to be drawn at our big Summer raffle.

ACTION: Sarah to confirm next Bags2school collection date and ask for message to be sent out on the school app to ask parents to keep clothing donations saved.

AOB:

Easyfundraising – Carey has noted that there is £292 in the Stokeinteignhead school easyfundraising account. How this money can be accessed is currently unknown. Once we can access it, we agreed we should re-advertise the scheme to the parents.

ACTION: Carey to speak with Jo Crathorne and the school admin team to investigate how to access the easyfundraising account.

Appendix 1 – 2018 most profitable events:

Event	Profit made:	Percentage profit:
1. Raffle	£1,101.94	90%
2. Pantomime tickets	£685	100%
3. Easter Eggstravaganza Event	£400	89%
4. Stokeinteignhead Parish Council grant	£300	100%
5. Summer fayre	£219.01	85%
6. Christmas cards	£196	100%
7. Christmas performance refreshments	£157	95%
8. Summer performance refreshments	£121.91	69%
9. Halloween disco	£97.15	26%
10. Cake sales (average)	£90	100%
11. Art Club (SPLAT didn't receive all funds)	£80.19	10%
12. Mufti days (average)	£65	100%

Appendix 2 – 2019 SPLAT events detail:

Smarties challenge – to run over Easter holidays

Every child given a tube of smarties and flier asking them to fill it with 20p's earned doing jobs or activities during the half term holiday. Smarties tubes labelled with class name. Class trophy for the class who raises the most money. 100 tubes of smarties have been donated by Morrison's

Quiz at the village hall – date TBC

Joining up with the village hall committee to run a quiz for parents and villagers (Sharon Wallwork tried to run one before Xmas but didn't get sufficient teams from the village alone). Could do a raffle on the night and could charge a fee per team – split 50/50 with the village hall committee

Easter chocolate tombola – after school on Thursday 4th April

Our chocolate tombola raised £85 profit at the 2018 Easter event and sold out early. Request chocolate items to be donated. Have a chocolate tombola in the playground after school just before Easter holidays.

Summer raffle and mini fete (£1,330 profit in 2018) – July draw

2018's raffle raised £1,220 in ticket sales. Prizes need to be sourced now. Group agreed we didn't require the number of prizes that we had in 2018, but we do need quality to drive high ticket sales. Have the draw in the playground alongside a mini-fete along lines of what we did in 2018.

Sponsored event – March 7th

SPLAT to receive the money raised from the sponsored silent read for World Book Day. SPLAT to collect and bank monies raised.

Wacky hair/odd sock days (av. £65 for mufti days in 2018) – 24 May, 8 Nov (TBC) £1 donation to come in like that (alternative to mufti days as those are house point prizes)

Cake sales (av. £90 each in 2018)

In the playground after school. Rotate by class to donate cakes: 21 March (Ash), 2 May (Beech), 19 Sept (Maple), 14 Nov (Willow)

Sports day (cost £10 in 2018) – 14 June

Sports day being held in morning only. SPLAT to do ice pop donation again for the children. Explore options to provide morning related refreshments for the spectators – e.g. croissants, coffee, ice creams...

Bags2school clothing collection (Av. £60/collection) – May and Dec

Two collections – May and Dec. Advertise in 2019 to the local community too, using village halls as collection points.

New parents meeting – w/c 3rd Sept

Coffee and chat welcome meeting to be hosted for new parents to the school the first week in September.

Halloween disco (£97.15 profit in 2018) – w/c 14th Oct

Hold event before the 2 week half term. Disco, hot dog and drink, and stalls selling things. Try to do UV face painting as alternative to plastic glow sticks. Explore whether can source a cheaper DJ option.

Panto tickets (£685 profit in 2018) – 15 Dec

100 tickets already reserved for the Princess Theatre's production of Snow White.

Xmas cards (£196 profit in 2018) – commence September

Repeat as in 2018 but start creation earlier in school and SPLAT to manage more of the logistics as was a lot of work for school.

School tea towel – commence September

Every child draws themselves and pictures are collated and printed onto a tea towel which can be sold in Nov/Dec as a Xmas present idea for family.

Xmas performance refreshments (£157 profit in 2018) - Dec

Refreshments and raffle at each of the school performances