



**Ermysted's Grammar School PA**  
**Minutes of Committee Meeting Tuesday 15<sup>th</sup> December**  
**2020**



<p><b>Present</b> Samantha Trelease, Lisa Greenwood, Sarah Copeland, Sophie Caygill, Claire Boardwell, Amy Brown, Rebecca Carr, Katrina Williamson</p>
<p><b>Apologies</b> There were no apologies for absence. It was acknowledged that Mr Evans may not have been informed of the meeting.</p>
<p><b>Minutes of Last Meeting</b> Proposed and seconded: Sam Trelease and Lisa Greenwood.</p>
<p><b>Agenda:</b></p> <ul style="list-style-type: none"><li>• Apologies</li><li>• Minutes of the last meeting</li><li>• Matters arising</li><li>• Treasurer's report</li><li>• Queries by email; finance and 200 Club - Sarah</li><li>• 200 club</li><li>• Motion of gift of thanks - Katrina</li><li>• New funding Requests</li><li>• AOB</li><li>• Date/Time next meeting</li></ul>
<p><b>Matters Arising from the last meeting</b></p> <ul style="list-style-type: none"><li>• <b>Committee Vacancies</b> Sarah is going to send out a letter at Easter regarding the upcoming vacancies (Chair, 200 Club Coordinator, Possibly Deputy Chair) within the PA.</li><li>• <b>Online Fundraising Discussions</b></li></ul> <p>As Mr Evans and Urszula were unable to make tonight's meeting two actions were carried over to the next meeting.</p> <p><b>Action:</b> Mr Evans to investigate the cost implication of the PA using the text service to engage with parents.</p> <p><b>Action:</b> Urszula will feedback on some free legal advice she is receiving this week on whether the PA is considered a legitimate interest relating to the school.</p> <p>Sarah thanked Urszula for creating all the posters for The Christmas fundraising events.</p> <p><b>Action:</b> All PA members to continue to spread the word about the PA to encourage more members to join.</p> <p>Sarah confirmed that the last six months of 200 club numbers were successfully drawn via Zoom on 11<sup>th</sup> November 2020</p>

- **Future Fundraising discussions**

Sarah Copeland mentioned the Murder Mystery evening she attended but it was decided this would be discussed at a later date as an idea for future fundraising.

- **The Quiz**

Mr Evans compered the quiz which was a huge success and there has been a great deal of positive feedback received. Sarah commented that a lot of hard work went into organising it, exploring the different formats and platforms. It was hoped that it could have been marked by the organisers, but the self-marking had actually worked out very well.

Claire also commented on what a pleasant evening it was and that it was an enjoyable way to raise money for the School. It was discussed that now we have run through it once it would be easier to do it again. As we had a deadline this time before the end of lockdown it had felt quite rushed.

Katrina commented that if we do another on-line quiz we would need more people on the night to do different tasks to make it less stressful for people. Someone to answer the chat, someone to comper, someone to do the technical aspect etc.

Sarah would be prepared to organise one again and felt this would be a good idea if there is another lockdown and people are looking for something to do if they can't go out. Everyone agreed it was a good way to have the children involved in the school quiz as they don't normally go to the school quiz. Sarah thanked the hard working team who had worked on the quiz – Katrina, Mr Evans, Amy & Stuart and Sarah & Damian.

- **The Hamper Raffle**

This was also a huge success raising £200 in a short period of time, although quite a few people couldn't take part as company phones can't text to those channels, and some phones are capped so cannot text such numbers. With more time to look into this for future raffles Amy informed everyone that money can be input manually for people who have this problem with their phones, in addition to the online platform payment option now being available.

- **Relaxation Event**

A date had been organised for this however it was decided that this would be postponed until after Christmas when people may have more time and something to look forward to in the gloomy days post-festivities.

**Action:** Sophie and Sarah to set the expectation that this will happen in the new year

**Action:** Amy to organise a new date in the new year for the Relaxation event (*6 Feb now proposed*)

- **Hamper Auction**

This has been a great success with many fantastic donations from local businesses, supermarkets, shops and parents. Amy worked hard to collate all the donations into 16 themed hampers which were then photographed and logged onto the Auction platform.

The Hamper Auction has now ended and around £900 was raised.

A Betty's hamper arrived after the deadline to submit to the auction platform (a week before it went live) so this is to be saved for a raffle in the new year.

A lot of hard work was involved but it was worthwhile and everyone involved would be happy to do again in the future. Amy commented that it might have been more profitable to have more smaller hampers as the bigger hampers were probably worth more than they made in the auction.

**Action:** – Amy to set up a raffle in the New Year for the Bettys hamper and Morrison’s Vouchers which also didn’t come in in time.

Sophie confirmed that she had looked into other platforms which allowed bids to be placed online but it was agreed that we should use Donate.

- **Online Virtual Christmas Present Fundraising**

Claire has led on this idea which has already raised £425 (£510 with Gift Aid).

Urszula made a banner for the gifting. Unfortunately, the first one was over 6MB so the parent pay system did not send it out. It has now been reworked and will be sent out again before the end of term.

Claire said that you can also text donate so she is going to send an email to the PA account with these details on.

Sarah is conscious that the office has been very busy and we have been asking them to send out messages a lot more than before. She had promised that the last would be the last message going out and is worried about asking them to do more.

Claire commented that as we have not had the normal fundraising this year and we have had to do things virtually it should not be a problem to ask them to send out one more email as we are raising lots of money for the school. Rebecca mentioned that SGHS are very proactive at sending out communication and that Ermysted’s feels a bit more reserved in sending communication out.

Amy explained that because of GDPR they must be done as two separate databases. We don’t have access to all the parent’s contact details, only those who have agreed to receive communication from us.

Sarah asked if the 150 club was electronic at SGHS, Rebecca confirmed that it is.

Sarah explained that Mr Evans suggested we kept our fundraising projects separate from Parent Pay – we had to use Parent Pay for the quiz as it was decided last minute and we didn’t then have alternatives.

Amy left the meeting at 8pm.

**Action:** Claire to send additional details to Sophie and Sarah who will put together an email to go out on Thursday or Friday from school together with the new graphics.

**Action:** Amy to investigate about separating the money in Parent Pay and to provide feedback at the next meeting.

All the other actions from the last meeting were covered.

**Treasurer’s Report for December 2020: Prepared by Lisa Greenwood**

**Balance of Bank Accounts** as at 15/12/2020

Main Account (20-78-42 90325252) £693.11

Linked Savings Account (20-78-42 20246891) £7460.33

200 Club (20-78-42 40325279) £2616.29

ParentPay Account within school? TBC

**Total £10,769.73**

Recent Campaigns – funds not yet received

Zoom Family Quiz - Around £700

Text Raffle - £190.87

Ongoing Virtual Xmas Gift - £447.57 so far

Hamper Auction - £894.40 so far

**Notes:**

There are 2 hampers numbers 13 (Neal’s Yard) and 15 (Pink Picnic) which are yet to be paid for. This will add a further £64

**Action:** Lisa to get in touch with these two bidders to inform them they have won the hamper they bid on and need to pay.

**Action:** Lisa to send a list to Sarah and Sophie who will then send out an email from the PA email address to the winning bidders regarding collection of hampers

**Action:** Lisa to ring the winning bidders we have numbers for regarding collection of hampers. Both to ascertain if hampers are to be wrapped.

**Action:** Sophie, Sarah & Amy to wrap hampers and transfer them to Amy’s house for collection

Lisa informed us there was a £100 fee for setting up online auction. Lisa rang Donate and explained that we were not aware of this fee and has requested a waiver or reduction as she did an interview for them. She then explained that she got a call from Donate asking if we could help other schools raise money as we have been a success story. It was with a lady from the PTA plus magazine as an advert for Donate.

**Other news:** Lisa has finally been added as a signatory on the Barclays accounts and has today requested online banking credentials for which a form is being sent out. She needs Alison Plunkett to counter-sign the form.

**200 Club**

There have been a few queries regarding whether people are still in the 200 Club.

Claire said all the queries have all been dealt with and we have received two more bank mandates. These then need sending to the bank and their direct debits will start in January

Sarah asked how we are going to manage this in the future as there are many things organise and we will need someone to run this from September.

Sarah also mentioned that two people who paid for Quiz tickets did not receive the link. Parent Pay allows more than one email address to be registered and the email always goes to the primary email. If using Parent Pay again people need to highlight if they want it sending to the secondary email address.

October 2020	Winner
226	JV Holden
101	Jackie Simmonite
353	D Snell
1	Graham Nutter
123	G Aldren
30	Gaynor Crook
92	Joanne Bjork

<b>November 2020</b>	<b>Winner</b>
78	Lynn Hodge
200	Phillip Nutter
353	D Snell
119	G Aldren
39	Linda Sanderson
2	Alisdair Keighley
117	J Gokhale

**Action:** To discuss how the 200 club prizes will change going forward to go on the agenda for the next meeting.

**New Funding Requests:**

There were no fundraising requests.

**AOB:**

Katrina asked about discussing new fundraising ideas – Sarah asked if this could go onto the Agenda for the next meeting.

**Date for next meeting:**

Tuesday 19<sup>th</sup> January – 7.30 – Via Zoom

Sarah mentioned that a WhatsApp group was a very good way of communicating and asked who would like to be on the WhatsApp working group going forward.

Sam, Rebecca and Claire agreed to join the WhatsApp group. Sarah to check with other working group members too.

The meeting closed at 9pm.

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## Highlights of the Ermysted's PA meeting Tuesday 15<sup>th</sup> December 2020

Fundraising Ideas	<ul style="list-style-type: none"><li>• Virtual Relaxation – Date of Saturday 6<sup>th</sup> Feb suggested, 10am for 45 mins</li><li>• Car Treasure Hunt</li><li>• Murder Mystery Event</li><li>• Further online quiz a possibility, depending on lockdown and restrictions</li></ul>
Planned events	<b>Virtual Relaxation – 6th Feb 10am (45 mins)</b>
How you can help	<p>Thank you to all the parents who have supported the PA in the autumn term by joining in the family quiz, bidding on the hamper auction or donating via the virtual Christmas present link. We really appreciate all your support!</p> <p>Please look out for more fundraising (and fun) opportunities this term.</p>
Date of next meeting	<b>Tuesday 19<sup>th</sup> January 2021 at 7.30pm</b> via Zoom. All parents most welcome to attend. Please email <a href="mailto:pa@ermysteds.n-yorks.sch.uk">pa@ermysteds.n-yorks.sch.uk</a> for a zoom link.