

TGS PFA**Termly Committee Meeting****22 February 2023, 7pm to 8pm****Zoom****Minutes****Present**

15 attendees including: Vicky Drake (Vice Chair), Robert Hurley (Vice Chair), Fiona Buchner (Secretary), Alison Head (TGS teacher representative), Jolande Both-Smith (TGS Head), Simon Murray, Vicky Lelliott, Yamal Askoul, CC Wong, Mr Yick, Katherine Cullen, James Burke, Maryam Sharifi, Rebecca Barr, Bukola Comfort Adara

Apologies:

Rob Lelliott, Ali Poulton, Julia Woodham-Smith

1. Welcome (Secretary, on behalf of Vice Chair)

Fiona Buchner welcomed everyone on behalf of Vice Chair Robert Hurley and highlighted the new committee members who have been in place since November 2022, including

- Co-Vice Chairs – Vicky Drake and Robert Hurley
- Secretary - Fiona Buchner
- Marketing Co-ordinator – Simon Marett
- Uniform Sales Co-ordinator - Ali Poulton
- Fundraising Co-ordinator - Onika Duncan Smith
- Teacher Representative (co-opted Committee member) - Alison Head

2. Draft minutes of the previous 2 meetings

Minutes of the Extraordinary General Meeting from the 2 November 2022 were discussed and items from the previous term meeting with regard to events on the schedule.

The Committee still requires a Treasurer as the school has been filling in this role until we can find someone. Yamal Askoul is potentially interested and able but will review the responsibilities expected before putting himself up for nomination. Alison to provide responsibilities document from previous communications for Fiona to place on Google Drive for reference.

Fiona will also follow up with the person who volunteered previously (leila) that Vasantha had attempted to reach out to on multiple occasions.

It is necessary for the signatories to be changed on the PFA account, in order to replace Vasantha and Fung-Lee. Vicky Drake and Fiona Buchner will take over as signatories. Fiona to investigate and action.

3. Events and Funds raised

From last term to date the following events and funds have been raised:

- December Mufti (minus Hamper costs) £1001
- Christmas hamper ticket sales £1200
- School of Rock refreshments £349

- December refreshment sale £65
- January refreshment sale £90
- Carol refreshments TBC

As Amazon Smile will be ending we need to encourage parents to use Easy Fund Raising as an alternative. Fiona to ask Simon about how to communicate / promote this to parents as there is a termly reminder that goes out.

4. Upcoming Events

- Uniform Sale - Ali has highlighted that there isn't a lot of stock to run an effective sale at the moment and Alison also highlighted the need to have good stock available for the July sales to the new Year & group coming in. Fiona to ask Simon to assist in crafting a communication to get parents to donate surplus uniform items
- Monthly refreshment sales (doughnuts) - Margit has kindly offered to run the refreshment sales monthly, however his term is very busy so we are unable to find a suitable date but we will look for dates next term. Vicky Drake to reach out to Margit about helping with purchasing doughnuts.
- Easter Extravaganza - While in the past this has been a large event / fair time has run out for doing it on the same scale. The Easter Egg Tombola will be managed by the Yr 11 fundraising team but the PFA will do Easter refreshment sale.
 - Friday 24th march 2023
 - Fiona and Vicky to coordinate a task team to make sweet bags, etc
 - Alison to confirm if we can do drinks or if year 11 is doing them.
 - Suggestion to do daffodils alongside chocolate sweet bags
- Magic night - the gentleman can come anytime to review the venue (Vicky Lelliott to coordinate via Alison). The event needs to be in the first or second week of May so as not to clash with exams.
- Art Exhibition - PFA to sell refreshments. Alison to confirm the date.

4. General / AOB

- Kelly Woods has volunteered to offer grant / funding support. Fiona will ask her to please do some research as to what grant opportunities might be available as a starting point
- Rebecca Barr suggested looking into Payroll contributions for parents. Robert to assist in investigating this as an option.
- Next meeting will be next term. date to be confirmed.

Contact the PFA

Jolande thanked everyone for attending the meeting and supporting the PFA.

The PFA can be contacted at Pfa.tgs@gmail.com. Please send new fundraising ideas to us.

Send us an email to join the PFA What'sApp Group

Find us on Facebook, facebook.com/TolworthGirlsSchool

End of meeting