



## Stars of St Stephen and all Martyrs Minutes

Wednesday 9<sup>th</sup> October 2024 @6:00pm in School.

| Member Name           | Attended | Apologises |
|-----------------------|----------|------------|
| <b>Chair:</b> NM      | √        |            |
| <b>Vice Chair:</b> NC |          | √          |
| <b>Secretary:</b> JM  | √        |            |
| RG (School link)      | √        |            |
| ZD (School link)      | √        |            |
| VG (Gov Link)         | √        |            |
| CN                    |          | √          |
| LH (School link)      | √        |            |

### Welcome New Members:

PN  
 SH  
 HC  
 SH

Introductions to the group provided.

**Review of Previous Minutes:** No Changes required, all agreed.

### Agenda:

1. STARS AGM – Re election.
2. STARS Budget update
3. Term event planner.
4. Upcoming events
5. Newsletter adverts.
6. AOB
7. Schedule next meeting.

### 1. AGM

NM (Chair) and VG (Governors Link) shared and provided a briefing on the constitution and purpose of PTA for new members.

SSAM Stars is the name of the school PTA, chosen by the children.

Purpose of the group is connecting with parents to collaborate on fund raising ideas for the school and children. Making their school a better environment for the children learn. All funds raised are for the benefit of all children across classes. Previously the PTA supported with decision making regarding requests for funds i.e. Request from school for maths supplies. And any spend is reviewed and agreed by Head Teacher. However, since Covid the main focus has been around fund raising for



the playground – looking at equipment/ toys and decoration, and this remains the focus for the use funds at present.

Explained that annually roles and responsibilities in the group are up for re-election and this will be the purpose for the meeting today.

Current roles:

Deputy Head/ President – RG

Treasurer: LM (school treasurer)

Chair – NM (re elected)

Vice Chair – NC (Absent today, all in favour of re election but to be confirmed at meeting)

Secretary – JM (re elected)

Constitution review - only revisions made was to point 12 the minutes to place on the notice board – changed to Minutes and Agenda shall be uploaded via the school website and available by email by request, SSAM stars agreed.

## **2. STARS budget Update**

Budget now stands at £3000+ all raise from activities from March till Summer terms. Well done STARS.

Successful events include the summer film night and raffle. And the newsletter advertisements had been impactful in terms of income.

RG will bring the budget sheet to the next meeting.

## **3. Term Event Planner**

Upcoming planned events:

- Film night – 16-10-24 – after school.
- Nativity – 10-12-24 – 9:30am and 2pm.
- Christmas Disco – 11-12-24 for Rec – Yr 2 (after school/ non uniform)
- Christmas Disco – 12-12-24 for Yr 3 – Yr6 (after school/ non uniform)
- Christmas Fayre – 18-12-24 (happen in school time).

This meeting we will look at planning for the Film night and on the next agenda will be the Christmas events.

An academic event planner – To be shared at next meeting

## **4. Upcoming events**

16<sup>th</sup> October – Film Night – Comms gone out in newsletter and parent app, many payments received to date.



Last film night we arranged hotdogs, sold at £5 per ticket, which proved successful in terms of raising funds. However, it was acknowledged that the logistics of organising and facilitating hot dogs for each classroom was problematic. All agreed that popcorn, drinks and crisps are more manageable and better suited to the event. All agreed that the costs for £5 per child was reasonable.

What we need....

| Item/ task                              | Name      | Date/ deadline                                                                                 |
|-----------------------------------------|-----------|------------------------------------------------------------------------------------------------|
| <b>200 Drinks</b>                       | <b>VG</b> | <b>14-10-24</b>                                                                                |
| <b>200 Packets of Crisps</b>            | <b>VG</b> | <b>14-10-24</b>                                                                                |
| <b>7 large tubs of popcorn</b>          | <b>VG</b> | <b>14-10-24</b>                                                                                |
| <b>Volunteers to help out at event.</b> |           | <b>Members to please email school if you can support this event on 16<sup>th</sup> October</b> |

VG shared that she has volunteered at the majority events over the last couple of years. Unfortunately, she will not be able to continue to support any events for the foreseeable due to other commitments. Therefore, any volunteers would greatly be appreciated.

Suggestion made of older children (previous pupils or members older children) being available to help as volunteers at the school events. They could attend after school; however, it was raised about safeguarding checks, would DBS be required? and would need to check whether insurances were needed, RG agreed to find out and feedback to group.

Suggestion of varying the days of the week that events are, many seem to be Wednesdays, varying the days could maximise the chances of volunteers being available to support events.

### **Preplanning for Christmas events**

Group advised to check out deals across sites i.e. amazon/ Temu and in supermarkets/ superstores (B&M/ home bargains) for glows sticks and tuck shop/ sweets supplies – these can be shared in the whatsapp group to bring to the next meeting.

Christmas fayre – is run in school fair (since Covid), all children have an opportunity to attend and gets involved by making something to sell on a stall and all profits come into the school PTA. Usually do a chocolate and bottle tombola and donation request will go out in the weeks leading up to this. Suggestions of running a tuck shop at the Christmas fayre and having selling stalls for local business. All agreed on tuck shop – supplies will be needed. All agreed that having additional stalls at present with the event being in school time would be a challenge however agreed to revisiting this for future events once the building work is complete.

Suggestion of asking for gift set donations so that children can purchase a gift for their parent, all agreed this is a lovely idea. Agreed to put in the newsletter next week, an advert for gift donations, to start collecting items now before the festive season.



## 5. Newsletter Adverts

Last year we developed an advertising scheme to generate income, contacting local businesses to see if they wish to advertise their business in the school newsletter for fee of £25 per term (8 adverts per term). This proved to be very successful in raising funds. Currently no adverts in newsletters as we need to start again with setting up agreements. Group agreed to contact local businesses again to sign up and advised members if they know of any local businesses who would be interested to get in touch.

Discussed the vetting of which businesses the school have in the newsletter, there is a system in for this, it is reviewed by the school and head teacher and a disclaimer is added to the advert.

## 6. AOB

**Updates on Fundraising applications** to be shared at next meeting. But ASDA rewards is now active and current have £170 raised from this (٢٥).

**Playground/ RACC Updates** – All building works on track for the Christmas completion.

**Fundraising ideas** – Sponsored bounce and Hike the Pike to be discussed at next meeting.

**Joining the whatsapp group** – New members can join group by either sharing mobile numbers at next meeting or via email in the SSAM stars email account.

### Next meeting:

| Date                                   | Time | Venue                               |
|----------------------------------------|------|-------------------------------------|
| Wednesday 27 <sup>th</sup><br>November | 6pm  | St Stephens and All Martyrs School. |

### Agenda for next meeting 27<sup>th</sup> November 2024:

1. Welcome and review of last meeting minutes
2. STARS Budget update
3. Term event planner.
4. Upcoming festive events
5. Newsletter adverts.
6. Fundraising applications update
7. Fundraising ideas
8. AOB – Whatsapp group.
9. Schedule next meeting.

Minutes completed by JM.