



Chairs Update Report for AGM: October 2024

This summary, highlights achievements and challenges since the December 2023 Chairs Report compiled by Debbie Joyce, who came into post on 14th November 2022.

Summary

This year has focussed on embedding the achievements of 2023/24

- Welcoming **Dan Talbot** as new SLT Trustee (taking over from Michelle Sinclair) and **Donna Riviere** as in-school admin support and taking over the 'pick and pack' stage of Shop order fulfillment.
- **Cost-of-a-Coffee** recurring fundraising campaign remains a priority.
- **The Shop** (expanding inventory to include Greetings Cards and Tallis Publications) and cementing processes and procedures. There is still work to do on the collection process and out-of-hours access for DBS checked volunteers. Processes and procedures documented but not fully adhered to (see 'PTFA Guide to Shopify' and 'Shopify & Zettle Quick Reference Guide')
- Utilising PayPal **Zettle** Point Of Sale app on phones and terminals to ensure all sales are linked to Inventory in real-time.
- Building relationships with **ComputerAid** to provide every yr7 who is unable to access school systems outside of school with a reconditioned laptop to keep as their own. Our next challenge is to find companies prepared to incorporate ComputerAid in their 3-year refresh cycle, donating specifically to Tallis and halving the cost of each laptop to us.
- Continuing to mentor the 6th Form to run their **Coffee Shop** at Parents Evenings, Open Evenings and Settling Evenings. Processes and procedures fully documented (see PTFA Volunteers Guide to 6th Form Coffee Shops' and 'PTFA Guide for Student Volunteers for 6th Form Coffee Shops'.
- Providing **Front Of House** for all Tallis performances ensuring a consistent customer experience, reducing the pressure on teachers and increasing funds raised through ticket and bar sales. All profits from the bar at Tallis events go to the department leading the event. Processes and procedures fully documented (see 'PTFA Student Guide to Event Bar' and 'PTFA Volunteer Guide to Event Bar')
- Maintaining support for the **Community Garden**. James Baker submits a funding request at the beginning of each year. 'Pick Your Own Picnic' has now become a popular annual event. Whittling workshop planned for Autumn Term 2.

This year, we aim to add in more PTFA lead events, look at providing the bar and security for yr11 and yr13 proms, investigate taking donations for School through the donorbox platform to provide flexible payment options for families and take advantage of 25% gift aid uplift, increase the number of Trustees and build special interest teams to take on much of the responsibility and day-to-day activities currently held by the Chair.

Fundraising Campaigns & Donations

- Focus on 2 Campaigns for 2024/25
 - **Cost-of-a-Coffee** monthly giving
 - **Tech for Tallis** aiming to eradicate digital exclusion in school
- Aiming to run all fundraising events in school through Donorbox platform to minimise fees
- Aim for Tech for Tallis is to find an industrial sponsor prepared to recycle their old laptops through ComputerAid.
- **Durkan have pledged to donate £1000 to Tech for Tallis this year to sponsor the purchase of 10 laptops.**
- **Peter Hayward-Seers** generously donated £5000 to support LSU, head teachers award and fun run.
- **Currently 35 Cost-of-a-Coffee supporters raising £223.16/month (£2677.92/year)**

The Shop

- Shopify Shop continues to increase in popularity.
- Added Greetings Cards and Tallis Poetry Anthology.
- **186 orders totalling £1976.50 taken since November 2022** (uniform, card and book sales)
- **77 online orders totalling £743.50 since December 2023**
- 2 in-person sales in July at the same time as Casseys visit
 - gave away trousers/skirts and stained/faded tops
 - **32 sales raising £527.75**
- Guillaume Brocard (yr8 Dad who works in menswear ecommerce) has come on-board to manage inventory, stock checks etc, has completed DBS check and has a key to the Shop. Ongoing issues with out-of-hours access.
- Donna Riviere is completing 'Pick and Pack' process.
- Reception are point of contact for collections and cash payments.

Fundraising Campaigns & Donations (cont)

- **Easy Fundraising - £758.28 raised in period (£4649.80 total)**
- **PayPal Giving Fund - raised £9 in period**
- **Match Funding - £600 raised** by 1 parent volunteer whose company paid an hourly rate for her to volunteer for Shrek.

The Shop (cont)

- Pastoral have a 100% discount code
 - Items can be taken as needed and Donna informed.
 - Ensures inventory is up to date and customers are not paying for items online that are no longer available.
- Reception team wash unclaimed uniform to add to stock.

ComputerAid

- ComputerAid supplied refurbished laptops for disadvantages students who are otherwise unable to access School systems outside of school
 - vastly reduced cost of £120/machine including Windows 10 license (£103.80 without license)
 - 84 machines purchased between PTFA and School including 10 free from ComputerAid.
 - All yr7 students are now able to access school systems when away from school.
 - 6 month warranty
 - These were given to students to own as if they had purchased them in a shop, they are not supported by school.
 - 6th Form are considering purchasing bundles of 10 to be available to Bursary students to purchase as current machines are £250 each
 - **We can halve the costs to us if we can source an industrial sponsor who is willing to donate their old laptops** (within the spec accepted by ComputerAid) for refurbishment as part of their existing technology refresh programme. ComputerAid complete certified data wipes.

Front of House

- Now support all Tallis events - providing a warm welcome, licensed bar and tuck shop for all Tallis performances, reducing the pressure on teachers to provide this in addition to the performance, giving guests a consistent experience and enabling donations
 - **Festival of Light** (music, drama & dance): £155 incl Gift Aid for Performing Arts.
 - **GCSE Dance Showcase:** £16.71 incl Gift Aid for the Dance dept.
 - **A-Level Dance Showcase:** £13.12 incl Gift Aid for the Dance dept
 - **Tallis Unplugged:** Raised £141.95 incl Gift Aid for the Music dept
 - **Shrek the Musical (3 day event)**
 - Parent and Student Volunteers checked in **634 tickets**, gave out programmes, set up and served in the pre-show and interval bar, took pre-orders for interval drinks, processed donations and helped clear away every night for 3 nights and **raised £2543 for Performing Arts.**

6th Form

- Kay Oldroyd (Berkley Homes) paid for the **yr13 Prom Venue Hire (£1500).**
- We continue to support the yr12's running the 6th Form Coffee Shop at Parents Evenings, Settling Evenings and Open Evenings **£783.89 raised** 2023-24
- Also supported 6th Form to raise money for Sickle Cell Charity, **£103 raised.**
- Provided Yr13 with Zettle terminals to take payments for Prom tickets: **£3040 raised**

Christmas Cards

- Worked with Creative Arts to curate a collection of 6 A5 Christmas cards designed by Tallis staff and students that could be sold online through the PTFA Shopify Shop and in retail shops (ArtFix & Made in Greenwich)
- All 'plastic' packaging is compostable, all paper/card is recyclable.
- **426 cards sold**

Community Garden

- Continue to support James Baker with the Community Garden.
- Pick-your-own-picnic now an annual event.
- Whitling Workshop planned for Autumn Term 2.

Money Raised Dec 2023-Oct 2024

For 6th Form: £5496
For Performing Arts: £2869.79
Cost of a Coffee recurring donations: £2519.30
The Shop: £1316.25
Other Charities: £103
Tech for Tallis: £1000
Easyfundraising: £758.28
TOTAL: £14,052.62
(For PTFA fund: £5593.83)

Chair End of Year Report: November 2022 - December 2023

This document, details this year's achievements and future plans for the PTFA by the Chair, Debbie Joyce, who came into post on 14th November 2022.

PTFA Questions to Answer posed at the beginning of the year

- What level of need is there for PTFA funding across the school and is this realistically achievable?
- How can PTFA more usefully engage with School and Families?
- Does the PTFA Constitution need to be updated? It is deliberately vague to allow for evolution.
- What is the connection between School Fund / Hardship Fund / PTFA and can more be channelled through the Charity to take advantage of +25% Gift Aid on all donated monies?
- What is the PTFA?
- What does it mean to sign up to the PTFA?

Information Sources

- Past AGM minutes
- Charity Commission
- ParentKind
- Banking, Payment Gateway Accounts (e.g. PayPal), historic and current fundraisers
- Stakeholder Meetings

Useful History

- The PTFA Charity was setup in 2017 by Shaun Brown and a group of yr7 parents who previously ran the PTA at Brooklands School and included the previous Chair (Angie Elder). Registering as a Charity was the suggestion of Governor Emma Warren following research into available sources of funding in the Borough and the discovery that funding was available to charities that was not available to School.
- The ethos of the PTFA Charity in 2017 was purely to bridge the gap between home and school and raise the level of interaction in a fun and social manner. Fundraising was considered to be a nice by-product but in no way essential.

School Stakeholder Engagement Meetings

- Arranged with Directors of Learning, Curriculum Leaders etc.

• Completed

- Director of Learning - Arts (Jon Nicholls)
- Director of Learning - Maths (Jo Randhawa)
- Entitlement Programme Officer (Lyndsey McAndrews)
- Assistant Head: Inclusion (Fran Kamei) including Lisa Sproat LSU
- Assistant Head: Co-curricular (Michelle Springer)
- Curriculum Lead - RE (Rahima Choudhury)
- Curriculum Lead - Design & Technology (Doric Sinclair)
- Curriculum Lead - English (Michelle Hopkins also representing Daniel Talbot)
- Librarian - Gale Viegas
- Curriculum Lead - Geography (Hannah Lees)
- Curriculum Lead - PE (Jeff Springall)
- Curriculum Lead - Music (Franck Amei)
- Curriculum Lead - Biology (Andrew Wardell also representing Elsie Onumanu: Chemistry, and Monika Patel: Physics)
- IT Support - in-house & outsourced (Simon Odd and Michael)

• Outstanding

- Curriculum Leads - Languages, Computing, Business, History, Social Science
- Exceptional & More Able Learners
- Pastoral
- Deaf Support
- SCALI
- Finance & Business Admin
- Post-16

Achievements

Marketing

- Created a new **website, Instagram, Facebook** and **Twitter**.
- Applied for **Charity Status** across social media platforms to enable '**donate**' buttons and fundraisers to be run directly from the platforms. Professional version of **Linktree** added to all platforms.
- Registered as a Charity with **Canva** to access Professional graphic design software
- New **newsletter** content template posted weekly - 40% of emails opened (30% above industry standard) representing 1000 families.
- **Virtual Christmas Market** - 24 businesses nominated or owned by Tallis parents, friends and alumni showcased across PTFA social media platforms.
- **Mailing Lists** compiled in MailChimp for 50 families that wish to be directly contacted, and those that have attended a ticketed event managed on Eventbrite with an opt-out option. This requires ongoing maintenance.
- **Branded signage** at all events involving or lead by PTFA
- **PTFA Guide** - prospectus style guide to the PTFA in progress. To be printed and made available as an animated booklet on the school website.

Teen Wellness Initiatives

- **Greenwich Music School (GMS)** bursaries are signposted for instruments not taught at Tallis. GMS have a part-time professional fundraiser who is looking for grants that would enable collaboration to improve the Tallis choir and provide Music Therapy sessions for LSU. In consultation with Ellie Brown at Greenwich Pilates and Fitness to establish feasibility of **Pilates** sessions as after school club for students and parents/carers. Requires specialist instructor.
- In discussions with Fiona Veacock who runs **clay workshops** focussing on Teen Wellness and Bereavement where clay work is used as a vehicle to approach potentially difficult subjects.

Pre-Loved and discounted Uniform easily accessible

- Cleaned the store room 'Shop' with the help of volunteer grandparent Luisa (including lunchtime supervisor area)
- Refolded and labelled everything and stacked according to size to simplify retrieval
- Stock is now kept in lidded Ikea boxes where possible to keep it clean and prevent stacks on shelves slipping and becoming untidy making individual sizes difficult to locate.
- Designed sales process with Reception team and Donna Riviere.
- Created an **online shop** with Shopify
- BAU managed by Reception Team and Donna Riviere who have 'staff' accounts within Shopify.
- Links to Zettle POS (point of sale) card readers so that inventory is updated in real-time for in-person sales
- New stock comes from parents/carers donations and lost property which is washed by DT and handed to Reception for PTFA to store and add to inventory.
- Ongoing, Requires a team to look after the stock and keep inventory up-to-date

Funded Projects

- **Festivals** - RE Festival decorations for the walk ways £611.06
- **Arts Workshop** - visiting ceramicist supported yr10 class and 2 yr8 classes as part of the Entitlement Programme £375
- **Interesting Texts for Mathematicians** - individual parent donation £250 made up to £312 with GiftAid
- **Community Garden for After School Club** - £481 to support embedding horticulture and sustainability initiatives across the school and curriculum.
- **Maths Week London 2023 Speaker** - £350
- **GCSE Dance Uniform T-shirts** - £300 sponsor
- **TOTAL: £2429.06**

Large Funding Requests that will require a grant application or sponsor

- **Exhibition Boards** for Art £4000
- **RE Year7 Royal Observatory Trip** £4000 due to lost funding
- **MacBooks** 6 additional laptops required to make a class set £5000

Achievements cont.

Fundraising

- **Branded Donation Buckets** - with QR code to make donating as easy as possible
- The **Servery** is now used for the PTFA bars to present a professional image and to easily chill drinks without the need for buckets of ice.
- **Gift Aid** is now added to all qualifying donations and raises the value of these donations by 25%
- The **Shop** is used to store all PTFA items which makes setup/clear down much quicker and easier, does not rely on volunteers keeping stock in their houses and transporting it in/out of school for events. It also enables Reception to manage the online Shop orders easily.
- **DonorBox** - specialist charity fundraising platform now used for all fundraising campaigns:
 - **Monthly Giving** - Cost-of-a-Coffee campaign is a key focus for 2023/24 'if every student at Tallis was supported by the cost of a £2.50 takeaway coffee every month, we would raise £60,000 per year!'
 - **Tech for Tallis** - re-launching as a DonorBox crowdfunding offering to meet current demands of 56 laptops/yr for students with no access to IT at home.
 - **Amazon Smile** (closed 20th February 2023) replaced by DonorBox Monthly Giving as a method of making small regular donations in addition to larger drives. Includes GiftAid opt-in checkbox. Able to take ApplePay, Google Pay and card payments via Stripe as well as PayPal. 45 people were signed up to AmazonSmile and raised £179 over 4 years.
- **Cabaret Hullabaloo 2023** - annual ticketed event through EventBrite with parent Jon Hicks. Raised £1048 incl 28.56 Gift Aid
- **Student Mentoring** - mentored 6th Formers to run their own fundraising campaigns and created sign-in/out process for Zettle terminals to enable them to take card payments at break times:
 - **6th Form Prom Committee**
 - Goody bags (raised £12)
 - Easter Egg Raffle (raised £87)
 - Prom Tickets (raised £2080)
 - 6th Form Coffee Shop at Parents Evenings (raised £55.68 and £62.84)
 - **6th Form Volunteers for European Olympic Festival in Slovenia** - students ran their own peer-to-peer campaigns aiming to raise £200 each as part of a wider initiative to engage with a school in Slovenia. Raised £1123.51 incl £168.75 Gift Aid
- **Front of House support for all Tallis events** - providing a warm welcome, licensed bar and tuck shop for all Tallis performances, reducing the pressure on teachers to provide this in addition to the performance, giving guests a consistent experience and enabling donations
 - **Festival of Light** (music, drama & dance): £211.97 incl £42.25 Gift Aid for Performing Arts.
 - **GCSE Dance Showcase**: £184.82 incl £5.93 Gift Aid for the Dance dept.
 - **A-Level Dance Showcase**: £20.01 incl 81p Gift Aid for the Dance dept
 - **Spring Music Recital**: Raised £73.13 incl £7.26 Gift Aid for the Music dept
 - **Summer Arts Festival**
 - **Alice (Drama)**: £362.98 incl £44.38 Gift Aid for the Drama dept.
 - **Music Recital**: Raised £153.26 incl £11.84 Gift Aid for the Music dept.
 - **Dance Showcase in aid of War Child**: Raised £518.09 incl £20.63 Gift Aid for War Child
- **Student Initiated Campaigns**: Turkey/Syria Earthquake Appeal £212.76 incl £39.25 Gift Aid
- **Barn Dance** - Charles Harvey (Librarian) Leaving Party. Raised £225.95 incl £28.42 Gift Aid for the Library.
- **The Big PTFA Cash Draw (Christmas)** with Parentkind - 298 tickets sold, £447 raised for PTFA
- **Pre-Loved Uniform Shop** - raised £269 (cost £118.62 to date)
- **Uniform Sales at Settling In Evenings** - raised £104
- **Macmillan Coffee Morning** - raised £89.26 for Macmillan Cancer Support
- **AmazonSmile** - raised £149.13
- **Easy Fundraising** - raised £388.34
- **Bank Transfer Donations** - raised £110
- **PayPal Donations** - raised £397.54
- **PayPal Giving Fund** - raised £15
- **Monthly Giving DonorBox Campaign** - raised £20.25 incl £4.05 Gift Aid
- **Interest on bank account** - raised £117.15

Achievements cont.

TOTAL: £8004.16 (incl £424.45 Gift Aid)

- 6th Form: £2297.52
- Dance: 275.49
- Drama: £433.64
- Music: 297.05
- Library: £225.95
- PTFA: £2508.41
- Olympic Festival Volunteers: £1123.51
- Turkey/Syria Earthquake Appeal: 212.76
- Dance/War Child: £518.26
- Macmillan Cancer Support: £111.58 (incl £22.32 Gift Aid)

Events

- Spring Term Coffee Morning
- Spring Term Late Latte
- Virtual Christmas Market
- Cabaret Hullabaloo
- FairTrade Supermarket Sweep
- Pick-Your-Own Family Picnic!

Volunteer Engagement

- Created '**The PTFA Bag**' & '**6th Form Box**' containing everything needed to run an event including 'How To' guides for pairing phones to card readers and taking payments, expectations, roles and responsibilities. Empowers PTFA volunteers to run events without Trustees present if necessary.
- **2 Zettle terminals with barcode scanners** purchased in addition to the 2 existing card readers. Terminals do not need to be paired to a phone and barcode scanning ensure accurate real-time inventory management and ticket check.

Governance

- Updated Charity Commission and ParentKind information

IT & Automation

- **Funding Requests** can now be submitted by staff via the PTFA webpage which triggers a bespoke WorkFlow within Teams PowerAutomate (see Appendix)

Streamlining PTFA Processes

- Compare **Payment Gateways** and online funding methods to ensure cheapest fees across the board without huge increase in time/effort. COMPLETED
- **Donation buttons on Social Media** sites and 'giving' opportunities on posts. COMPLETED
- **Welcome pack** for new starters (students, PTFA, staff). COMPLETED
- **Professional Fundraiser** - potential for secondment or Parent Professional Development (?Debbie Joyce).
- **Effective use of Teams apps and mailboxes**
 - UPDATE: following consultation with IT, this needs to be supplemented with an Intranet site for PTFA
- **HAF funding** applications - investigate opportunities for off-site half term activities e.g. Old Colfiens rugby days.
 - UPDATE: ProInfinity are delivering HAF for 11-16yrs from Halstow Primary School,. They are keen to talk to us about a joint bid where staff from ProInfinity would run identical sessions from Tallis.
- **Consolidation of platforms** - move to DonorBox solution (one- off and recurring donations. crowdfunding), Shopify (online shop) and Eventbrite (ticket and event management) COMPLETED
- **Hardship fund vs School Fund vs PTFA**. Can more donations be channelled through PTFA to benefit from **+25% Gift Aid**?
 - UPDATE: This remains unclear and is a priority for 2023/24
- **Effective collaboration** between PTFA, Governors and School
 - UPDATE: Termly meetings organised between Chair of Governors and Chair of PTFA

Stakeholder Engagement

The following priority list was compiled based on consultations with our Stakeholders, Governors and Carolyn Roberts (Headteacher).

Priority Initiatives

Key:

Green Text: Priority 1

Orange Text: Priority 2

Black Text: As and when

- **In-house performances** - where performances are needed as teaching aids for core texts in English rather than for the entitlement programme, in-house performances may be the preferred option. Some students do not have signed permission slips, some would be overwhelmed rather than enriched by the experience, Deaf Support can provide signers on-site.
 - UPDATE: Funding requests for in-house workshops and performances are prioritised.
- **Parent chaperones on trips**- could reduce the pressure on teachers and the associated cost of cover teachers. Volunteers to receive free DBS check through School.
- **Buying ingredients for all Food Tech KS3 classes** has associated food storage issues. Waiting for 1 month for a freezer from G4S - not yet authorised. Difficulties with online shopping substitutions - Parent Shoppers to support
 - UPDATE: Michelle Springer is organising a parent chaperone programme which will include parent shoppers.
- **FairTrade Supermarket Sweep** - PTFA supporting with #TallisFairtrade. Devine chocolate bars to be sold at Cabaret Hullabaloo to promote awareness of FairTrade.
 - UPDATE: This was run over social media but no-one entered. It was pointed out that this is a yr7 homework piece! Wherever possible, FairTrade products are sold in the PTFA Bar & Tuck Shop and 6th Form Coffee Shops. We now have the FairTrade banner to display and will be marking FairTrade products to make them obvious to customers.
- **Dance Uniform** - fundraising for GCSE Dance specific t-shirts to promote professional dance company feel.
 - UPDATE: Funding secured from a sponsor, T-shirts are now in use.
- **BookBuzz** programme currently run from the library budget could be good project for PTFA fundraising - every yr7 and yr8 child receives a book that they choose from a wide selection. £3/student.
 - UPDATE: All proceeds from the Barn Dance went to the Library. We will continue to run this fundraising campaign 2023/24
- **Christmas Market** - students to create products to sell (tie in to Michelle Springer Volunteer Programme initiative). High-quality Christmas Card pack to be produced by Art students to sell to parents and through PTFA channels including 'Made In Greenwich' shop.
 - UPDATE: This was completed and cards were available through the online shop, Made In Greenwich, and ArtFix Kidbrooke
- **Alumni** - events and campaigns targeting alumni for fundraising & expertise.
 - UPDATE: This has not been started, but we have connected with 6th Form instead. This will be a priority for 2023/24
- **Community garden** - clearing stagnant branch of Quaggy, **Apiary** (precedent from old site, Michelle Springer trained Tallis bee-keeper), **Tallis Urban Farm**
 - **UPDATE:** James baker has made huge progress with the Community Garden which is now embedded in Tallis curriculum and after school offering. PTFA continue to provide financial support and volunteer gardeners. The Apiary will not be going ahead.
- **Coaches** - it is occasionally impossible to utilise TFL free travel programme (for evening performances, children who would be over-whelmed rather than enriched by the experience or where there is more than the 1:6 teacher:student ratio required by TFL) and funds are needed to support other methods of transport in these cases. Geography has compulsory residential trips that have doubled in cost due to requirement for coaches.
- **Fencing** - separating football pitches from run-off to Quaggy needs to be higher. Who owns the land behind the fence?
- **Wish Lists** of items donors can purchase
- **Personal copies of exam texts** for all students to annotate, exam board specific revision aid books in addition to online resources - ? Item on **Wish List?**
- **Skateboarding for Spirituality** - RE initiative being rolled out to Primary Schools (including Academies).
 - UPDATE: This is on hold as the indoor skateboarding facilities in Kidbrooke were removed.

Stakeholder Engagement cont.

- **Expand scope of Earth Day** - to include all KS3 and KS4&5 as appropriate within exam constraints. Possible clash with Stephen Lawrence Day.
- **Restart Camp International** - last trip included 2 pupil premium students because although expensive, students financed themselves through fundraising. PTFA to mentor and assist with fundraising.
- **LSU Creative Projects** - Teen Wellness
- **School-wide Residency programme** - big budget project funded by art auction or grant. Talking to Fiona Veacock for the perspective of an existing Artist in Residence. Fiona also runs clay workshops which tie to Teen Wellness and bereavement counselling.
- **Volunteer Work Programme, Prayer & Contemplations Space** (outdoor hut could be used for other Wellness activities)
 - UPDATE: Students to gain work experience with PTFA Front of House team.
- **PGL Residential Trip** for Yr8 with Michelle Springer
- **TOFS** - storage limitations for heavy materials for core subjects such as English

Suggestions for possible Parent Engagement Activities

- **Fair Trade Supermarket Sweep Treasure Hunt** - Rahima Choudhury - DONE
- **Tallis Escape Room** - Cross-curricular Maths & Engineering (physics) based social activity and fundraiser - Jo Randhawa & Andrew Wardell
- **Parent / child sports teams** - 5-a-side football on the MUGA, netball, cricket - Jeff Springall
- **Visiting professionals (parents/carers)** and opportunities for students to visit parent workplaces/labs - Michelle Springer, Andrew Wardell
- **Gardening Days** and **Apiary Management** and **Pick Your Own Picnic** - James Baker
- **Science lecture series** for parents - Andrew Wardell
- **DofE Wilderness Foraging Evening** - Hannah Lees
- **NEW: 5km Fun Run** - Michelle Springer

Sharing Expertise

- **The PTFA Big Grey Bag!** COMPLETED
- **PTFA to provide event management & fundraising expertise and mentoring to staff and students.** Free's up teachers time and provides consistent front-of-house experience. Enables capture of 25% Gift Aid on all donations <£30 under Gift Aid Small Donations Scheme, consistent audience experience and gentle promotion of PTFA endeavours. COMPLETED
- **Enabling students to fundraise for residential trips themselves creates equity.** COMPLETED
- Enabling **6th Form** to run effective refreshments stalls at Parents Evenings by providing the PTFA Big Grey Bag (signage, float, card readers/terminals, stock advice and purchasing from Macro or utilising PTFA stock). COMPLETED
- Mentor **Camp International** students to finance the trip themselves. CONCEPT PROVED FOR OLYMPIC FESTIVAL

Planned for 2023/24

Autumn Term

Planning

- Christmas Cards Project (Nov/Dec)
- Cabaret Hullabaloo (early Nov)
- Tallis Gardeners (Sept-Oct)
- Wine tasting (early Dec)
- Big PTA Cash Draw (Dec)
- Festival of Light (Dec)

Activities / Events

- Welcome Coffee Morning
- Settling Evenings
- AGM
- **Yr7 & Yr12 Social Events**
- Tallis Gardeners

Half Term

Planning

- Late Latte
- Quiz Night
- Tallis Escape Room (March)
- Music Recital

Activities / Events

- Christmas Cards Project (Nov/Dec)
- **Cabaret Hullabaloo (early Nov)**
- Coffee Morning
- Big PTA Cash Draw (Dec)
- **Wine tasting (early Dec)**
- Festival of Light

Winter Term

Planning

- Create PTFA Welcome Pack (March)
- Coffee Morning
- Tallis Gardeners (March-July)
- Tallis Escape Room (March)

Activities / Events

- Late Latte
- **Quiz Night**
- Music Recital

Half Term

Planning

- Cabaret Hullabaloo (March)
- Late Latte
- Summer Street Festival (July)
- Dance Showcases

Activities / Events

- Coffee Morning
- Tallis Gardeners
- Print/Email PTFA Welcome Pack
- **Tallis Escape Room**

Summer Term

Planning

- The Big PTA Summer Raffle (July)
- Coffee Morning
- Tallis Gardeners

Activities / Events

- Late Latte
- Tallis Gardeners
- GCSE Dance Showcase
- A-Level Dance Showcase
- **'Pick-your-own Picnic' (late May)**

Half Term

Planning

- AGM (Sept)
- Settling Evenings (Sept)
- Yr7's Social Event (Sept)
- Yr12's Social Event (Sept)

Activities / Events

- Coffee Morning
- Pre-loved Uniform Sales (July)
- Tallis Gardeners
- Big PTFA Summer Raffle (July)
- **Summer Street Festival (July)**

Christmas Holidays

Easter Holidays

PTFA Aims - a work in progress

- To nurture parent, teacher and friend relationships that are mutually supportive through:
 - social events (eg productions, coffee mornings, gardening days)
 - Friends programme (logo, discounts, promotions)
- To provide front-of-house expertise for School events.
- To make it easy for anyone to donate to Tallis
- To raise sufficient funds to support identified School activities through:
 - grants
 - events
 - campaigns
 - Social Media, DonorBox, EasyFundraising, PayPal Giving, Standing Orders, Shop
- To make it easy to volunteer with the PTFA and to ensure volunteers feel valued and empowered with a clear purpose.
- To engage in succession planning from the outset.
- To maintain a central repository of information within School systems.

Appendix: Process to Request Funding

Process Diagram for PTFA Request for Funding in PowerAutomate

