



# ARK PRIORY PRIMARY ACADEMY ASSOCIATION

Upcoming Events  
for your Diary

Dear Parents and Carers

The next APPAA event is the Nursery Bake Sale next Friday, so do come along and sample some of the yummy items they'll be baking for us all. See poster overleaf. There's also the minutes from the last APPAA Committee meeting on here – so you can all get an idea of the topics covered in our meeting and any decisions made.

Scroll further down for a CASE STUDY on how to raise money for our school using The Giving Machine. Raise money for our school whilst you shop!

We will shortly be beginning to plan our EASTER FAIR, which takes place at school on Friday 23<sup>rd</sup> March, the last Friday of term before we break up for the Easter holidays.

As ever, we would love any input from you – and any help with organizing, baking, selling, or however you can help. Do get in touch with APPAA ([appaacommitee@gmail.com](mailto:appaacommitee@gmail.com))



**NURSERY BAKE  
SALE**  
**Friday 2<sup>nd</sup>  
February**  
**3 p.m.**

**Year 4 Bake  
Sale**  
**Friday 9<sup>th</sup>  
March**  
**3 p.m.**

**Priory Easter  
Fair**  
**23<sup>rd</sup> March**  
**3 p.m.**  
**More details to  
follow!**

**FRIDAY • 2<sup>ND</sup> FEB • 3 PM**  
IN THE PLAYGROUND AREA

**NURSERY**  
**BAKE**  
**SALE**

**NUT FREE PLEASE!**  
DROP  
CAKES OFF AT  
8.30am OR  
3.00pm



**ARK PRIORY PRIMARY ACADEMY ASSOCIATION**  
**APPAA Committee Meeting Minutes**  
**Friday 19<sup>th</sup> Jan 2018**

Attendees: Luciana Chamberlain, Lisa Kearney, Jenny Griffiths, Fiona McQuillan, Vic Robinson, Charlotte Newlands, Penny Lawrence, Alice Carroll, Nino Marsagishvili, Cristina Leung, Bidy Woolard, Laura Wilkin

Apologies: Nat Bonaventura, Amanda Meyer, Alexa Ball, Anna Harrison, Sora Aboalrila, Sofia Franc, Anecia Roberts, Kathryn Campbell, Zoe Harris, Kirsty Wilkins

## **1. Autumn Term Event: Retrospective and Lessons Learnt**

### **a. Bingo-Quiz Night and Christmas Fair:**

£12k raised in the Autumn term from all events which is a fantastic result! Feedback from the SLT (School Leadership Team) was very positive with APPAA being held up as a shining example of a PTA amongst Ark schools. Over 500 people attended the Fair, and we received great feedback from families and the community. Well done everybody!

However we can still learn from all of the events that we run, and it was felt that the two events (Bingo-Quiz Night and Christmas Fair) were held too closely together. This put too much work on to the small teams who planned the events in advance. It was felt that families were being asked to pay for too many things at the same time, and were saturated with communications.

Suggestions for next Autumn term:

- Shift dates to space out events – be mindful of this when the whole *APPAA Calendar* year is planned out. Feedback is welcome from the Reps to the Admin team to ensure that a calendar is agreed that everyone is generally happy with.
- Hold a *New Parents Coffee Morning* one morning after drop-off *early in the Autumn Term*. *Admin Team and Reps encouraged to attend, to engage with the new parent community*. **ACTION: Admin Team to find out which morning is best for school**
- AGM will be held as normal in the first week of October.
- Combine the new parents social with an “*fundraising activity*” social, and hold the event just before October half term
- No events in November
- Hold a smaller Christmas Fair and just focus on the stalls that make the most money, or
- ...
- Keep the Christmas Fair the same size, and but get a firmer commitment upfront from each Year Group to ensure that there is enough manpower
- We discussed Year Groups, led by their Rep Team, running specific stalls – *this worked well in part this year, but requires further discussion*
- We discussed allocating money from bake sales to that specific Year Group, and what happens to the Bake Sale when there is not enough manpower from that Year Group on the day – these both require further discussion as *no decision was reached*

There was a further discussion about empowering the Reps and how to get the wider parent community more involved in APPAA. Some suggestions arose from this:

- Encourage Reps to pass on their knowledge to newer/less experienced Reps as a first point of call (e.g. when organising bake sales, uniform sales, fair committees, year group socials) instead of relying on knowledge from the Admin Team. This also should apply to Whatsapp in the Admin+Rep Comms Group and the Year Group groups i.e. give the reps a chance to reply to queries from their own Year Groups

- At the start of the new academic year, the old Rep Team could meet with the new Rep Team and pass on their knowledge from the previous year
- Reps should ask the Admin Team if they are unsure of their role, even after they sign up, and engage with the Admin Team if their circumstances change (which impacts on them being a Rep)
- If Reps receive queries about how the APPAA raised money is spent is raised by APPAA, they can forward them the minutes they received after the AGM (October 2017) which has lots of finance slides or email APPAA directly with any queries at appaacommittee@gmail.com. Fiona is the Treasurer so she will endeavour to deal with any direct queries.
- Suggestion to have a reusable banner made for Bake Sales to be up at behind the tables which states that the money raised goes towards enrichment activities – **Can someone take this action?**
- Parents need to know how much APPAA contributes to the cost of trips/enrichment activities. There used to be some of this information on trip letters. **ACTION: JG to email TM to have some information (e.g. % of APPAA contribution) on trip letters going forward.**

### b. New Events Suggestions:

JG suggested new ideas for raffles, which can be incorporated in to social events/fairs e.g. "money can't buy" raffle with each year group coming up with at least one prize; 50/50 raffle; and wheelbarrow raffle.

FM suggested holding an event to raise money for a specific item/items to buy e.g. musical instruments. SLT would need to feed in this.

*Suggestions from the committee for fundraising socials, for example, Karaoke Night, Salsa dancing night. Also the idea of a school disco for the children was raised by NB- APPAA have raised this with school on previous occasions but to date the school SLT not in favour of this.*

There was not enough time to discuss this further, so requires further discussion at the next meeting.

### 2. Finance Review:

A wonderful £6411 was raised from the Christmas Fair!

The latest finance information will be sent out with these minutes.

### 3. Next Spending Priorities (update from the SMT Meeting):

*Ongoing the top 3 priorities for spending are:*

a. **Floodlights** - *remains top priority for school. Awaiting planning permission and being taken forward by Mr Lawrence. APPAA has raised money for this already and awaiting costing to be confirmed.*

b. **Science Equipment** - *to allow practical science to be taught throughout the school. CN liaising with Miss Terry to determine what is required and costs. If a wish-list could be produced and if not able to be fulfilled all at once could be presented to parents in the style of the Wishing Tree, maybe at the Easter Fair, and tied into a stall where the teachers could show how the equipment is used. Charlotte advised that there is some money remaining (approx. £140) from the Wishing Tree as a discount was negotiated on the iPad cases, Committee agreed that this could be put towards science equipment in the first instance.*

We agreed in the Committee Meeting that the fundraising focus for the Easter/Spring Fair would be science equipment. **ACTION: LK and LC to pursue sponsorship opportunities for the Easter/Spring Fair.**

c. **Outdoor Reading Room** - Miss Sharma is organising an Art Project with an external company to

co-ordinate an art exercise-type installation, which is likely to be a significant cost. We are awaiting Miss Sharma to contact APPAA directly with requirements and anticipated costs. As previously communicated to all the Christmas Fair 2017 proceeds after the floodlight costs will go towards the playground regeneration including the outdoor reading room. We need to determine what more funding is required. **ACTION: LW to look in to any donations or sponsorship for the Outdoor Reading Room. JG to advise on buying library equipment.**

**ACTION: LW offered to create (and keep updated) “fundraising so far” and “fundraising focus” posters which can be displayed on the digital screen in the School Reception area, to keep parents up to date which what APPAA has raised so far, and the focus for upcoming events. FM and JG to help with this.**

We need to discuss and agree the fundraising focus for the Summer Fair, and any other fundraising events in this school calendar year.

*In Addition:*

**Residential Trips** - We discussed again the residential trips that are being planned for the upper year groups. APPAA Committee need to decide best how to do this as it is year group specific.

We discussed in the meeting doing a campaign to increase the use of The Giving Machine and also agreed to divert The Giving Machine funds to the 'enrichment' fundraising currently consisting of funds from bake sales/lolly sales/second hand uniform– **ACTION: LC to lead this.** We discussed Year Groups doing their own fundraising events, which will raise money specifically for these trips. This requires further discussion. The first available slot for this is 23<sup>rd</sup> February.

**Art Studio** - Going forward, a permanent Art Studio would be very desirable, especially as the school strives to acquire the Arts Mark Accreditation. We will await further news.

## **5. Scheduling of events for the year 2018/19 input and thoughts required ahead of organising with school in the spring:**

Feedback from LC that the discussions in today's meeting have already helped to feed in to next years plan, but LC would like further input from the Committee so that everyone is happy with the calendar.

Byron will be in their new building by February Half Term so this should make it easier to plan big events on our site. *Contact has been made with ABPA as we would like to ensure major events going forward do not clash so that we can support each other's events.*

Can we use the blue board opposite the chalkboard at the school entrance to better advertise APPAA events? **ACTION: JG to contact TM and Mr Lawrence to find out if corkboard can be added to the board so that we can easily pin posters/notices to it, and find out how much APPAA can use this board. JG to also ask TM if big APPAA events can always be included on the chalkboard as we have noticed that parents take photographs of this.**

## **6. Other Fundraising Opportunities:**

- Local business incentives to parents – like Giving Machine but small scale? **ACTION: LW to trial this with Parteez shop on Acton High Street and feed back to the Committee.** The suggestion is that parents are incentivised to shop there as they'll get a discount (e.g. by showing the school newsletter on their phones or having an APPAA card), and/or the shop may also do a “kick-back” to APPAA when our parents shop there. Local shops could also

have fundraising pots in their shops? We could also parents for suggestions for any other local shops or businesses who may want to get involved?

- Corporate Fundraising and Trusts: One of the parent body experienced in corporate fundraising has been researching in this area and suggested that APPAA pay to join the PTA.org site for approx. £60 a year for access to a list of trusts and grant funding available to schools. If we determine that we want to raise over and above what we do today and have a specific plan it may be worth joining. **ACTION: Can the Committee ask their contacts in other schools if anyone has any experience with this organisation and if it is worth paying for the website.**
- There was a suggestion that when Byron leave the site, we should focus on the attainment of the Art Mark Accreditation as the focus for Corporate Fundraising.

## 7. APPAA Administration Costs:

FM stated that costs were at a minimum and should continue to be paid for from the "kick back" sites as these expenses are kept to a minimum but not always easy to predict when they will pop up.

*We all need to be mindful of using the resources that we already have to keep administration costs down e.g. checking supplies in the shed ahead of bake sales and fairs. Rep Teams running Bake Sales should check the shed the week before their sale, to check the levels of catering supplies (e.g. napkins, bags). They are in plastic boxes. Nothing should be bought until the shed has been checked. Rep Teams could also speak to the team who ran the previous bake sale to re: supplies, but should always check the shed prior to the their events (not rely on others).*

## 8. Translation Project:

CL met with TM on how the school and APPAA could better reach the wider parent community, particularly across non-speaking English families. Main notes:

- Wide range of languages spoken however no single one representing a large percentage; issues have occurred in the past (no serious one reported) with families speaking Arabic, Tagalog, or languages of Africa among others.
- Language barrier can give rise to parents/carers missing pick up times (when atypical), miscommunication with school reports, publications or forms, misunderstanding with non-uniform days, or application process (nursery to reception). This is a common school issue and not exclusive to Priory, with little overall success even among more established schools.
- Current approaches include staff who speak another language assisting with communication, use of Google Translate (despite its limitations), parents within a specific community helping getting information across others. Best outcomes tend to be achieved by having a champion within a community.
- TM has asked APPAA for help with buddy system, informal ways to spread information across different communities, translation of school annual calendar over summer, translation of posters and key dates during school year. It was suggested that APPAA translate their own posters and find parents who would be willing to do this for school posters, and/or annual calendar. **ACTIONS: CL to find out the top 3 languages that APPAA should translate the posters into and perhaps the annual calendar. NM told the meeting that there is an informal parents group on WhatsApp which may be able to help reach some of the school communities, and offered to approach them to ask them directly how they feel that they could be better involved in the school i.e. socials, fairs etc.**
- TM said that if the school holds a coffee morning they want to work with APPAA to ensure that people turn up, and therefore that it is worth holding.

**9. Considering Pupil Premium pupils at future events.** Not enough time to discuss this fully in this meeting so this should be on the next agenda.

**10. Considering SEN pupils at future events.** Not enough time to discuss this fully in this meeting so this should be on the next agenda.

**11. Update from reps across year groups.** CN said she was concerned there will not be enough manpower to make the nursery bake sale happen on the 2<sup>nd</sup> Feb, *and has kindly volunteered to talk to the Nursery PM group to rally support as they have been without a Class rep to date. We are happy to advise Maram Alagta has volunteered as rep for Nursery PM. Several of the committee have volunteered to be on hand to support the Nursery bakesale if required.* No other updates but we ran out of time to raise this properly.

**12. Success Planning – Admin Team.** There needs to discussion about how APPAA will be managed from Sept 2018 onwards as some of the Admin Team will be approaching their 4<sup>th</sup> year on the Committee, so it could be a great opportunity for a new team to take over.  
Next meeting - Easter Fair kick off



## LOST PROPERTY

Following on from last week's newsletter, there are still unnamed, unclaimed items left. Please contact an APPAA representative if you think something may be yours. All unbranded items will be taken to a charity shop over half term if not claimed before.

### School Logo clothing

2 Blazers (size 26)

1 Cardigan (size 3-4)

3 Jumpers (size 5-6). One labelled Buckley Blunden (old student), so maybe this bought from 2<sup>nd</sup> hand sale.

PE Top (size 5-6) R.B initials

PE Top (size 7-8)

PE Top (size 9-10). No school logo

PE bottoms (size 5-6). Labelled Henry Battick (old student), maybe this bought from 2<sup>nd</sup> hand sale.

PE t-shirt (size 9-10) new logo

PE shorts (size 18-20in)

### **Hats, Gloves & Scarf**

Multiple pairs of gloves and an assortment of beanies, scarf, balaclavas and snood (pictures included)



### **Non-School/logo Clothing**

2 white vests

1 white t-shirt

1 floral drawstring bag "SOPHIA"

1 M&S white school shirt 6-7 years

1 MANGO girls navy long sleeve top

1 GAP navy jumper S/P

1 PRIMARK generic Track bottoms (size 11/12 years)

1 No brand jacket - navy zip-up fleece (size 116)

1 GYMBOREE jacket - navy zip-up fleece/shell (size 5-6)

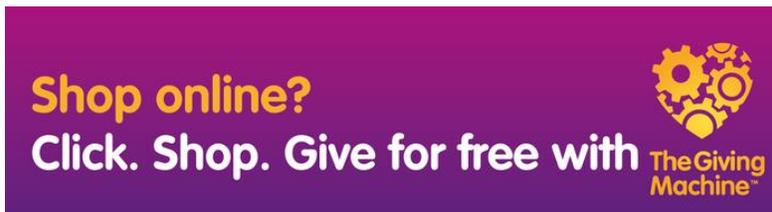
1 KARRIMOR jacket - navy (size 7-8)

1 PEPPERTS jacket – black & lime (size GB 146)



# Read how Luciana, Year 2 mum and member of APPAA Admin Team, uses The Giving Machine to raise money for Ark Priory.

Hi everyone, I want to tell you how easy it is to use The Giving Machine to raise funds for our school!

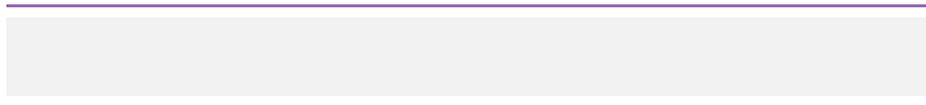


Do you shop online? I imagine most of you do, for some things at least. I do, not excessively, but for convenience I buy online from stores like Marks & Spencer, Ebay, Debenhams, Argos, also any flight, train ticket, or concert ticket is booked online too. I am happy to use The Giving Machine to raise money for Ark Priory whilst I shop!

How do I use the Giving Machine? I can simply go via the website [www.TheGivingMachine.co.uk](http://www.TheGivingMachine.co.uk) and search for the retailer I am looking for. All sorts of shops and services are signed up to the Giving Machine - I shop, and these companies give a donation to my chosen cause – in this case Ark Priory! I am not paying any more than I would have, and am not making any additional effort!! It couldn't be simpler!!

To make it even easier to remember to use the site, I have downloaded the 'Shop and Give Reminder' app for desktop/laptop. I get a pop up reminder every time I browse a shop that is registered. You just need to click to accept and then if you do buy, the purchase will be tracked by the Giving Machine and the retailer will give their percentage to your chosen cause.

<p><b>Shop&amp;Give for Free</b> via <a href="http://www.TheGivingMachine.co.uk">www.TheGivingMachine.co.uk</a></p>  <p><b>Browse Shops</b></p> <p>TheGivingMachine is the UK charity that lets you give for free, to help the schools and charities you care about.</p> <p>Buy from over 2,000 participating shops so that together, we can make a huge difference to our communities at <b>no extra cost</b>.</p> <p>When you shop via TheGivingMachine, you generate cashback which we can then convert into free donations for your causes big and small.</p>	<p><b>Shop&amp;Give Reminder for PC/Mac browsers</b></p>  <p><b>Read more &amp; Install Reminder</b></p> <p>Our Shop&amp;Give Reminder, helps you raise even more free donations.</p> <p><b>Never miss a free donation.</b></p> <p>When you install Shop&amp;Give Reminder on your desktop or laptop. Every time you search for shops and products online, you'll see our 'giving' heart next to participating retailers. Click these retailers and you'll raise a free donation when you purchase – it's as simple as that!</p>
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Top tip: some people say they cannot download anything on a company laptop as they need admin rights - try with all browsers - I found I could download for chrome even though I am blocked for IE.

Available for all major desktop web browsers



Once the reminder is downloaded, all you need to do is:

**How it works** Show less

- 1. Search as usual**  
A screenshot of the Google UK search engine with 'Red Shoes' entered in the search bar. Below the search bar are buttons for 'Google Search' and 'I'm Feeling Lucky'.
- 2. Choose retailers that display the Shop&Give heart icon**  
A screenshot of a search results page for 'Red Shoes' on Zalando.co.uk. A small heart icon is visible next to the search results. Below the screenshot, text reads: 'Red Shoes | Red Shoes Online | Zalando.co.uk' and 'Red shoes at Zalando | Great range + free shipping & free service hotline via 0800 028077. Order red shoes now at Zalando.co.uk!'.
- 3. Before you start shopping you will be prompted to confirm you want to generate free donations.**  
A screenshot of a yellow dialog box with a sun and clouds icon. Text inside says: 'Raise a free donation of up to 2.25% via TheGivingMachine' and 'Click to continue'.

NB: Amazon does not take part in the Shop and Give Reminder app, so you must remember to shop via the app or The Giving Machine website yourself in this case!

I also have the app downloaded on my phone. Apps available for Iphone or Android

### Mobile app for iphone and ipad



Visit App Store Now

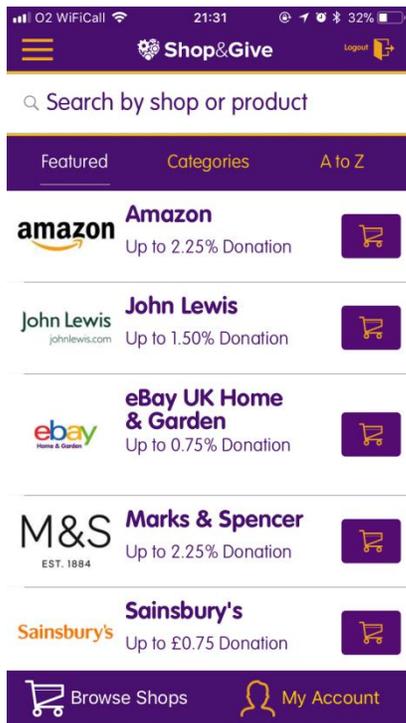
### Android App. It's here!



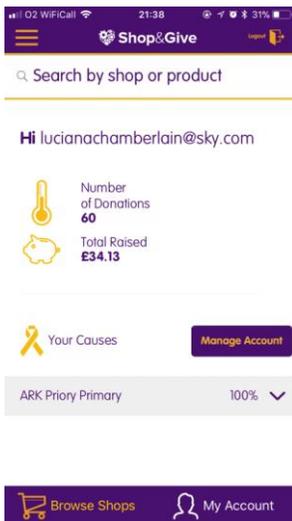
Visit Play Store Now

Check it all out at <https://www.thegivingmachine.co.uk/ways-to-give/#top>

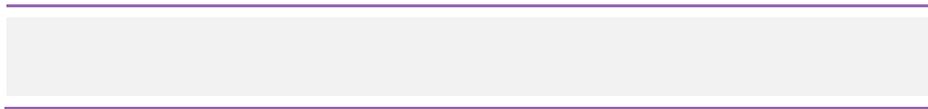
If you enter your chosen shop via the Giving Machine App by browsing their website, your purchase will be tracked and the shop or company will give a donation to your cause, at no additional cost to you!



How do I know how much my donations have raised? I can check via the App or website. It is amazing how every purchase adds up! Just from a few purchases before Christmas you can see I have raised £10.96 - for doing nothing more than my normal day to day online shopping!



I would love to see every family at Ark Priory use this! It would raise so much money for the school, with no effort. If you can invite family and friends to use it, or do workplace purchasing through it, even better.



Currently we have 81 registered givers with Ark Priory as their cause, and have raised £1197.65 with 1340 donations since 2014. APPAA Committee have recently agreed to divert the money raised from The Giving Machine directly to the Enrichment Fund, the money we give to school each year for trips and experiences for the children raised to date by bake sales, lolly sales and second hand uniform, so there is even more reason not to delay!

How to get started:

1. Go to <https://www.thegivingmachine.co.uk/find-a-cause/>
2. Choose a cause (In our case choose Ark Priory Primary)
3. Click Join and support
4. Start shopping!

Please consider signing up, if every family in Ark Priory could sign up and put their online purchases through The giving Machine, just think what we could raise.

**Charity Cashback via TheGivingMachine**  
**Raise FREE money for us by shopping online**

**Click**  
  
Go to TheGivingMachine website or app every time you shop online

**Shop**  
  
Shop from 2,000+ retailers on TheGivingMachine, like you usually would

**Give for Free**  
  
By making a purchase you will raise money which we turn into a donation