

MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

Committee Meeting

11/03/2020 8.30PM | Meeting called by Tracy King

Committee members

Tracy King (Chair) | Sarah Riggott (Vice Chair) | Anna Hills (Treasurer) | Joanne Pollard (Events Manager)
| Lisa Shaw (Secretary)

Item Discussion

1. **Minutes from previous meeting:** 12th February 2020 True and correct record

2. **Treasurer Report:**

Bank balance: £8127.64

AH to bank Quiz Night Monies £100.30

Christmas Fair Adverts:

Outstanding:

Flying Pig £45 Invoices sent 31st Jan.

Summer Fair Adverts: Hair on the Square: Overdue invoice posted 31st Jan.

Discussed giving them till March then send overdue reminders.

ACTION: AH draft a solicitor's letter for Hair on the Square if not paid at the end of the month

3. **Lucky Numbers: Draw for Feb and March**

Lucky Numbers 35 and 36 were drawn.

ACTION: TK to email the winner and transfer funds.

4. **Funding:**

- Reception Book Bags
- Year 6: Leavers Books and Hoodies
- No other funding requests

ACTION: TK to order the book bags from Gooddies

TK to design the leavers book and email parents who have not returned the photos.

TK to create database of hoodie information and email parents who have not returned the photos.

Item Discussion

5. **Future PFA** - TK discussed what was going to happen when the current committee leave.
As far as we are aware, no-one has come forward to join. We have decided to keep the charity commission and the bank account open and the current trustees will still be accountable. School will go through the usual channels to bid for funding until the new committee is formed.
ACTION: SR to contact the Charity Commission for advice.
AGM to be completed before we step down.
6. **Events: Review: Movie Night**
Ticket Sales: £516.05
Expenses: £105.30
Funds Raised: £410.75
Running of the event: We had an issue with the speaker system not working due to the software not being loaded on to the new laptop. This created behavioural issues as it was hard to hear to movie. This was dealt with, but it was a constant battle. We had more children than usual due to the pay on the door system. The children still had a fun time and the amount raised was fabulous. We had to go to Tesco during the break to get more supplies and the chair system (we made it into sections so that we didn't miss anyone with snacks) was rearranged due to numbers.
The year 6 children who helped were amazing even though it was a challenging evening for them.
7. **Events: Upcoming Easter Bingo Monday 30th March**
Sell Booklets 5 games for £5 or £2 per game. Pay on the door
Organisation: 2 games
Break
Raffle
2 games
Prizes: Line Easter eggs
House: Sweet Shop Box

Raffle Prizes: Jo has raffle prizes that we can use plus we have got the Redken Hair Essentials Kit and Piggy Bank from the Christmas Fair.
Pay on the door
8. **Spring Disco: Monday 18th May**
Wristbands again. Got some of them. Will count up what is left from the Movie Night.
9. **Summer Car Boot Sale Sunday 5th July: Discuss at a later date**
10. **Summer Fair: Saturday 20th June**
The theme of the Summer Fair will be The Rainbow Festival.
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Item Discussion

Points discussed: Need a stage and local bands and dance schools to perform. We will still have games and tombolas.

Other Ideas: Glow sticks, Hair chinks, festival make up, braiding, bunting and tents.

Need to arrange bands and acts to perform.

11. ACTION: TK to Book Chorleys Angels

12. **Leavers Disco: Friday 17th July:** Emailed RMG to ask for availability.

Discuss: 5p challenge or Penny Wars/smarties challenge at the next meeting,
