

MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

Committee Meeting

03/06/2020 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

- Minutes from previous meeting:** 13th May 2020 TK to add the following sentence to the Future PFA paragraph: “this is just to manage the remaining assets / bank account etc and not in an active fundraising capacity”.
 - Treasurer Report:**
Bank balance: £8,738.65

Christmas and Summer Fair adverts. AH to chase. They have until the end of the financial year (31st July) to pay.
AH to cash hoodies monies when possible (£539)
AH/SR to authorise expenses for £127.00 Parentkind Membership
£1487.70 SPC
 - Leavers Book and Hoodies:** Leavers book: Complete need to do a couple of alterations as recommended by SPC. Awaiting approval paperwork from SPC for the hoodies. TK checked the artwork proof and completed SPC spreadsheets. Payment for hoodies needs authorising before they can start production.
 - Lucky Numbers:** Draw to be done by the start of next week.
 - Stock:** TK stock checked what was in her garage and JP garage. Collected stuff from school today and will complete the spreadsheet before the next meeting.
 - Shed:** JW agreed to raise the order for the shed. TK to research into the size and suitability of a shed and make sure it is fit for purpose i.e. doesn't leak in.
 - Uniform:** TK emailed JW about the uniform after meeting with JM a couple of weeks ago. TK put a proposal forward for an online shop via PFA website. This will help the school with social distancing, organisation and contact free orders over the next few weeks and over the summer period. TK will collect the uniform from school when the stock arrives from Gooddies. Payment will be made online into our account and delivery address added. TK will deliver all orders contact free. Monies will then be transferred to school. SR discussed
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Item Discussion

changing the information on the order form on the school app instead of creating a new system. By adding a delivery address box and having an automated email with the bank transfer details on it would be a better idea. TK to look into it. SR also discussed that the website may charge a fee setting up the shop and adding card payments. TK to feedback at the next meeting.

8. **Art Exhibition:** Lucy Wheeldon suggested an art display on the fence across from KFC. She suggested it for year 6 but I said it would be much better to do whole school. I have emailed JW to get permission and she is fine with that. TK to design banner for the fence and advertise on the individual FB pages. We need a watertight box to put somewhere in the village so people could drop them off. Decision to be made as to where the box will go.
- 9 **Ideas for the FB page:** We have decided to have a virtual summer fair. The summer afir was due to be on 20th June. Ideas to be confirmed next week. The theme of the fair is RAINBOW FESTIVAL. Ideas so far:
- Raffle – We have prizes already for the raffle. TK to get the list to the committee. We could buy the raffle tickets and people message on FB or email if they wish to purchase tickets. Monies will be paid by bank transfer.
 - Bake-Off – we could do our usual bake-off competition through our FB Page. Ask them to send photos via FB page and give a prize and certificate to the winner.
 - Fancy Dress Competition: Same principle as above.
 - Singing/Music Competition: Children sing a song or play a musical instrument and upload the video to FB.
 - Juggling competition: Who can juggle the longest or based on the number of balls they can juggle.

TK asked the committee to come up with ideas for next week and then we can promote it.

10. AOB
