

MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

Committee

28/02/19 8pm Meeting called by Tracy King

Committee members

Tracy King (Chair) | Anna Hills (Treasurer) | Julia King (Fundraising Manager)

Apologies - | Liza Shaw (secretary) | Sarah Riggott (Vice Chair) | Helena Royston (Secretary) | Jo Pollard (Events Manager)

Committee meeting

Minutes agreed from the last meeting.

SJL, Cheeky Monkeys and Redrose have paid. **The Hub and Little Explorers** yet to pay for the adverts placed in the Christmas Fair Programme.

Funding Action Points:

- HR to add Green Man marketing to newsletter
- TK ordered an extra football kit to be framed
- **TK has yet to visit reclamation yard and check what they have got**
- TK emailed JW to see how school would like to use the rocket funding. No reply as of yet.

Year 6 Action Points:

- TK collected the voucher from Dominoes but it isn't the one from the area manager just the store manager.
- TK got prices for the hoodies and leavers books from SPC ordered 60 books and 60 hoodies. Added to year 6 FB page. Awaiting feedback on the design for the back of the hoodie.

Newsletter Action Points:

- HR completed the newsletter. We would like to thank Helena for doing an amazing job.

Movie Night Action Points: **complete**

Easter Bingo Action Points:

- TK asked Keeley for bingo machine but unfortunately, they no longer have it.

ACTION POINTS:

- **TK to re-invoice The Hub and Little Explorers**

Lucky Numbers

Lucky Numbers Draw: Lucky numbers was drawn live using the bingo machine. Lucky Number 24 was drawn. Annie Ellis the winner. TK to notify and ask for bank details. £18.00 to be transferred to Annie's bank account. 36 numbers paid for. 2 numbers yet to be paid (Michele Gore in the office and Mr Ford)

Treasurer Report

Treasurer Report

Balance: £12,426.18

Transactions since last meeting: £330.70 credit from movie night

£120.00 from J Newman for LN

£121.10 Quiz night

£12 Sue Rose LN

£24 Claire Gilbert LN

Movie Night Review

Movie Night Review

Takings: £330.70

94 tickets sold

Movie night much better having less than 50 pupils. Behaviour was good. Organisation of chairs and waitress service also helped. No tuck shop this time. Sweets for children sitting nicely and watching the film. Calmer and more enjoyable. Request from JK for siblings to attend the same sitting.

Funding

- Football Kit. Finally got the ok from school for the football kit. I have emailed Stuart at Kit King with amendments to the quote. Awaiting confirmation. Asked for 'proof' for the shirt before printing/embroidery. Tournament in March.

- Daily Mile Track:

Option 1 – Premier Mulch – ECO Mulch

Preparation Works - £1500

295.5m² @ 40mm ECO Mulch - £40 = £11 820

Total £13 320 + VAT

Option 2 – Conica Mulch

Preparation works - £1500

295.5m² @ 40mm Conica Mulch - £37 = £10 933.50

Total £12 433.50 + VAT

TK suggested getting the Premier mulch as it keeps its colour and will last longer.

Discussed work being done during term time with CC. Also asked for a 15% discount which was rejected as below.

I have spoken to my Director and unfortunately, we would not be able to give a discount of 15%, that would be all the mark up and more. We of course want to secure these works and have given you very tight rates as Trinity is where both my kids go so my Director gave you a very good price. Normally the ECO mulch would be £47 per m² and the Conica at £44 per m², so you can see what a good price you did get. As we have already done a very big discount, we will offer you an extra discount of £300 for some advertising. Please bear in mind that both our Mulch products are Superior products on the market, so you are getting very good product for a very good price.

I really do hope that we will be able to secure this project with the extra £300 discount.

Jennifer emailed today to say they could do the work next week and scatter the payments over the next few months.

- Worship area – Received quote from IP Jones for jet wash, benches and entranceway (arch). £3797.60 exc VAT. Also asked JGT for his input.
- Residential – No update

Year 6

- Community centre is booked. Cost **£45.50**. Got it for the whole evening from 5-9.30pm. Invoice given to AH.
TK has contacted parents via Year 6 page to give the parents a chance to vote for the design on the back of the hoodies. Majority voted K which is similar to last years. Cost of Hoodies £17.75 inc school logo and the design on the back. Extra £3 if they want them personalised.
Dominoes voucher for pizzas on the night given to JK (just the store managers – 1 large pizza and side)

ACTIONS:

- TK to email Dominoes Area Manager again as the store have lost the voucher.
- TK to ask for photos for the yearbook as the page is now active and save the date for the Leavers disco.
- TK to confirm that Simon is still okay to attend party

Easter Bingo

- Easter Bingo is due to take place on Tuesday 2nd April at Unity Place. Doors open at 5.45pm for a 6.00pm start. First session will take place from 6.00pm till 6.45pm, 15 min break, second session from 7.00pm till 7.45pm.
- TK and JP already bought line and house prizes plus large egg for the raffle and bits of tuck to sell.
- TK checked Bingo box. All balls are there, got enough bingo sheets and dabbers.
- TK investigated another bingo machine as it is hard work with the little balls but there isn't anything that is suitable. TK also asked Keeley at Tiny Rockers but they don't have the machine anymore.

- Notes from last review suggested that we didn't sell that much tuck and that the stall needs to be next to ticket selling.
- Set up as previous years.

Spring Disco

- Spring disco to take place on Tuesday 21st May
- Discuss set up and split in the next meeting

ACTIONS

TK to confirm that Simon is still okay to attend discos

Summer Fair

- Summer Fair taking place on Saturday 22nd June.
- JK completed the business letter.
- TK ordered the backdrop for the wall. Invoice given to AH.
- TK rang about the Sheriff car. They do hire out. Waiting for phone call back.
- Jo Keay confirmed for the arena to do 2 dances.

First Aid: Chorleys Angels

Refreshments

BBQ

Drinks

Cakes

Tuck

Sandwiches

Bouncy Castle: SJ Enterprises

Rodeo Bull: SJ Enterprises?

Fancy Dress Competition

Photo station: Charlotte Hughes

Welly Wanging: MUGA

Arena

Jo Keay (2 slots)

Tug of War

Fancy Dress winners

Welly Wanging winners

Races:

Sack Race

Hobby Horse race (jousting)

Games:

Lucky Shoehorse
Coconut/cactus Shy
Hook a Duck
Cans (throw or Nerf gun)
Pin the moustache on the cow

Props

Tippee (Tippee Tent Hire)??
Sheriff Car Hunters Lodge?
Stocks (SR)
Horse and Cart??
Pallets wrapped as bales
Back drop: TK ordered
Wild Wild West Sign
USA Flags x 2

Selling

Cowboy Hats: £1.99 Party Delights
How many?
Little USA Flags £2.49/120



ACTION

- **Email SJ Enterprises to hire the bouncy castle and ask if they have a bucking bronco too.**
- **Complete the request for event medical cover to Chorleys Angels.**
- **Email Charlotte Hughes to ask if she wanted to attend and take photos again.**
- **TK to add header and footer onto the business letter.**
- **TK to order Wild Wild West signs, cow game, flags, bunting**

Next meeting – Thursday 14th March 8pm Bobbin Mill