

MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

Committee Meeting

23/05/19 8.00PM | Meeting called by Tracy King

Committee members

Tracy King (Chair) | Joanne Pollard (Events Manager) | Lisa Shaw (Secretary) Sarah Riggott (Vice Chair)
| Julia King (Fundraising Manager)

Apologies: | Anna Hills (Treasurer)

Item Discussion

1. **Minutes from previous meeting:** 15th May 2019
Action points discussed during the meeting

2. **Treasurer Report**

Balance £12,339.28

Funds in: TKD £54

Tanya baking £15

Hoodies summary:

| | | |
|------|---------|---------------|
| Cash | £269.75 | Still to bank |
|------|---------|---------------|

| | | |
|--------|---------|---------------|
| Cheque | £180.75 | Still to bank |
|--------|---------|---------------|

| | | |
|---------------|---------|--|
| Bank transfer | £556.75 | |
|---------------|---------|--|

I had 3 bank transfer missing from the sheet

Disco summary:

| | | |
|------|---------|---------------|
| Cash | £768.80 | Still to bank |
|------|---------|---------------|

| | | |
|---------|---------|--|
| Tickets | £593.20 | |
|---------|---------|--|

| | | |
|--------------|---------|--|
| Refreshments | £175.60 | |
|--------------|---------|--|

Summer fair:

| | | |
|------------------|--------|---------------|
| Charlotte Hughes | £15.00 | still to bank |
|------------------|--------|---------------|

3. **DBS**

Received DBS from SR, JP & AH

ACTION: TK to give to JM and return

Item Discussion

4. Funding

New Initiative

Stamptastic

TK brought sample

Basically, stamps for uniforms. Every time someone put in the school code -which is the postcode-we get commission plus £22 voucher. (20% commission payments (-VAT) will be automated and paid out 3 times a year).

Stamps cost £10

Ink Pads £12

Free delivery

Committee decided to proceed with this initiative. 500 leaflets will go out in book bags in the last term including 90 in their donated book bags on the NRPE. Also discussed having a stall at the Summer Fair

500 leaflets have been delivered to hand out in book bags

5. Football Kit

Harry to pay invoice for £316.40. TK sent reminder.

6. Daily Mile Track

LCC confirmed the works. TK asked school to create the purchase order.

Meeting between TK, MG, Sodexo and DCM to be arranged.

TK emailed DCM for the guarantee and maintenance agreement.

7 Leavers Books & Hoodies

Hoodies

The order forms for the hoodies has been sent to SPC. 4 pupils in total DNR.
3 payments yet to be confirmed.

Yearbook

All information received.

Photos still not received from:

Mustafa Ali

Blake Gazal

Mya Ryan

Blaine Heyworth

Keiron Farrington

8 Worship Area

Meeting to be arranged between IF, TK and JGT or HW to create ideas for the worship area. Committee decided that there should be another option for funding e.g. the church/dioocese.

Item Discussion

ACTION: TK to discuss other funding options at the meeting.

All other funding on hold till daily mile track work completed and funds transferred.

9 Uniform

TK placed order for the uniform for next half term. Also ordered pink and purple PE bags for a change.

Looked at PE shorts and Tracksuit tops: The committee decided against this as they haven't really used them this year. Another unwanted cost to parents.

Events

10 Spring Disco Review

Spring Disco took place Monday 20th May at Unity Place.

- No complaints about the timings
- Reception disco was much better and worked well with snack break and no tuck
- Treat for year 1 & 2 should've been at the start instead of having an interval. Kids getting upset thinking they weren't getting anything.
- One complaint from a volunteer saying that a child was being punched by another child. The volunteer thought she had dealt with it on the night without bringing it to our attention. but discussed the incident, the day after, with JK who immediately told TK.
- Behaviour much better in smaller groups.
- Overall the night went really well and wasn't as stressful as previous discos.
- Total ticket sales: £593.20
- Tuck Sales: £175.60
- Expenses yet to be claimed for profit.

ACTION: Need to consider recycling options in the future.

Need instruction sheet for volunteers with 5 top tips

Small waters in future. Too much waste.

11 New reception parents evening on Thursday 6th June

Book Bags: arrived

Parent Kind magazines: arrived

Stamptastic flyers: arrived

Business Cards: More than enough

Lucky Numbers: A6 Flyers ordered

Letter: Agreed just need printing.

Flags: not yet ordered.

TK emailed JW.

Set up uniform stall in the small hall

ACTION: TK to create and print A5 booklet with PFA information

TK to print 100 letters

TK to print 100 GDPR sheets

TK to print 100 A5 Summer Fair Posters

TK to collect book bags from school and fill them with info

12 Summer Fair

Summer Fair taking place on Saturday 22nd June.

ACTION: TK to organise banners and put them up at school

TK to create Risk Assessment document

TK to stock check garage for the fair

TK to create Stall sheets and Menus

TK /JP to source prizes for the games

TK to produce requirements sheets for each stall

TK to order new clipboard

TK to check Walkie Talkies

Outside Agencies: All Confirmed

First Aid: Chorleys Angels: confirmed. Invoice Paid

Bouncy Castle: SJ Enterprises

Rodeo Bull: TK got price reduced to £250.

Rodeo Bull £2 a g. Glenn to run. Clipboard of times. Winner.

ACTION: TK Email SJ Enterprises to see where the bull could go (soft or hard ground) and power. Are they bringing the generator?

Photo station: Charlotte Hughes: confirmed

Rythmicality: Woody Meet and Greet

Programme:

Harry put a Wild West theme to the Programme. Still need to finalise some of the sheets yet. The Lucky Numbers page needs to be as it was for advertising purposes.

Information for the programme:

| Page | Content | Update |
|------|--------------------------------|------------------------------|
| 1. | Front Cover | Complete |
| 2. | Advert (SJL) | Complete |
| 3. | TK blurb | Complete |
| 4. | JW Blurb | Complete |
| 5. | Programme of Events | TK to update the alterations |
| 6. | Raffle Prizes | TK to update the alterations |
| 7. | Competitions | TK to update the alterations |
| 8. | Summer Fair Map | TK to update the alterations |
| 9. | Summer Fair Map | TK to update the alterations |
| 10. | Football Kit Sponsorship (GMM) | Complete |
| 11. | Lucky Numbers | Complete |
| 12. | Join the PFA | Yet to do |
| 13. | Advert (Glam Glamp/TDK) | Complete |
| 14. | Advert Hair on the Square | Complete |
| 15. | Advert Sofa Ryan & NU Uniforms | Need Artwork |
| 16. | True bearing | Complete |

ACTION: TK to alter Programme of Events, Raffle Prizes, Competitions, Map and do Volunteer sheet if needed.

Follow up on the following via email to ask for advertising or raffle prize

- Gymworks: JK
- RedRose: TK
- Little Explorers: TK

LS to contact for advertisement

- Thindian
- Chocobella

TK handed business letter to LS

Item Discussion

Match Funding: Jason Stott match funding again this year but will have to be against raffle tickets as they aren't here on the day.

Raffle Prizes - Confirmed

- iPad
- Renaissance hotel – overnight stay for 2 Manchester
- M1 Consulting
- £50 Papa Luigis voucher
- Sofia Ryan Hamper
- Glamorous Glamping
- £100 Hair on the square
- Blackpool Pleasure Beach 2 for 1
- David Lloyd 14 day pass plus Healthy Living Hamper
- Tesco Buckshaw Hamper
- Magnum of Prosecco
- JSK dance lessons
- 12 cupcakes from Tanyas baking
- £15 Nu Uniform Voucher

Raffle Tickets Ordered:

ACTION: TK to create/print letter

TK to email Nicky for sibling list

TK to organise raffle envelopes including sibling list to go to school

Stall holders

- Pampered Divas (Paid)
- Sweet Treats
- Tanya's Baking
- TKD
- Charlotte Hughes
- Krazy Kids Club
- Ruby and Blu

ACTION: JK to organise set up.

Refreshments (Didn't discuss during the meeting)

- BBQ (serving burgers and cheeseburgers, hot dogs and corn on the cob) – **Gary Salters and Phil Davies will run the BBQ again this year.**
- Drinks: Split the drinks between the BBQ and Fruit Bar
- Fruit Bar: Strawberries, melon, grapes.
- Ice Cream

Item Discussion

- Tea and Coffee

Competitions

- Fancy Dress
- Tag Rugby- MUGA
- Sack Race: Committee decided to do sack race if needed.
- Bucking Bronco
- Welly Wanging
- Tug 'o' War

Entertainment by Simon Presents

Special Guests: Woody and Jessie

- Face painting
- Nails
- Hair: Annalee CONFIRMED
- Tattoos

Emergency Services

Police Horses: TBC

Mountain Rescue: TBC

Arena Order

JK altered the Arena Order to:

| | |
|-------------------------|-------|
| Welcome | 12.00 |
| School Choir | 12.05 |
| JSK Dance | 12.10 |
| Fancy Dress Competition | 12.40 |
| Woody Arrives | 12.55 |
| Flic Flac Gymnastics | 13.00 |
| TKD | 13.15 |
| B4 Y6 Boy Band | 13.30 |
| Chinese Dancing | 13.45 |
| Tug o War | 14.00 |
| Woody Departs | 14.30 |
| Comp. Winners announced | 14.35 |
| Raffle | 14.45 |
| Close | 15.00 |

Item Discussion

Games:

- Tag Rugby
- Hobby Horse
- Lucky Shoe horse
- Hook a Duck
- Cactus Hoopla
- Tin-can alley
- Pin the moustache on the cow
- Panning for gold
- Lucky dip:

ACTION: JP to buy barrels: B&M Can use as props and bins

TK to create obstacle course using tippees and fire props

TK to make cactus with spike to go straight into the grass

TK to source cans

Organise someone to run Tag Rugby

JP to back the poster for cow and organise

JP to organise panning for gold

JP to organise Lucky dip

JP to organise Tin Can Alley

Source volunteers for games

Props

Stocks (SR)

Back drop MUGA or gale end

Wild Wild West Signs: Front gates

USA Flags x 2: Front gates

Horse Box

Sheriff Car Hunters Lodge? Given them business card awaiting reply

ACTION: TK to ask teachers if they will do soak the teacher.

TK to collect stocks from SR.

SR suggested feather flags with the PFA logo on for the summer fair.

ACTION: SR to order feather flags

Item Discussion

Selling

Cowboy Hats: £1.99 Party Delights

Little USA Flags £2.49/120

Bubble wands: **ACTION: TK bought 48**

Punch balloons: **ACTION: TK bought 50**



ACTION: TK to create volunteer sheets to put in both offices.

Roles and Responsibilities

Julia:

- **Fri: Set up the Arena**
- **Sat: Welcome the vendors and volunteers**
Organise the Arena
Raffle

Anna:

- **Fri: Organise transport of the freezer & organise the tombolas with LS**
- **Run the bottle tombola and make sure the others are running fine**
- **Consolidate Finances**

Lisa:

- **Fri: Organise tombolas**
- **Sat: Ice cream/Fruit Bar/Drinks/Tea & Coffee**

Jo:

- **Fri: Organise the games and BBQ**
- **Sat: BBQ and games**

ACTION: TK to ask NT to help set up Friday night

TK:

- **Fri: set up marquees and organisation of resources**
- **Sat: Organise the fair**
Consolidate the finances with AH

Item Discussion

AOB

Trinity's Got Talent Night – Autumn Term

Next Meeting and Consecutive Meetings

Tuesday 4th June: Bobbin Mill

Thursday 13th June: Jo's

Tuesday 18th June: Bobbin Mill
