

MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

New Committee Meeting

05/11/2020 8.30pm | Meeting called by Tracy King & Karen Wardley

Committee members

Karen Wardley (Chair) | Tracy King (Committee Member) | Andera Morrison (Vice Chair) | Robert Rimmer (Treasurer) | Patrick Ativie (Treasurer) | Deborah Rimmer (Secretary) | Lorraine Cobban (Secretary) Sarah Riggott (Committee Member) |

Apologies: Jo Pollard (Committee Member)

Item Discussion

- Welcome and Introductions: New committee introduced themselves.**
- TK explained that herself and KW (new chair) will be working together until handover period ends to ensure a smooth transition.**
- Committee Roles: Committee members confirmed their new roles.**
Chair: Karen Wardley
Vice Chair: Andrea Morrison
Treasurer: Robert Rimmer
Treasurer: Patrick Ativie
Secretary: Deborah Rimmer
Secretary: Lorraine Cobban

Committee Members: Tracy King, Sarah Riggott, Jo Pollard, Anna Hills

- TK discussed the 6 roles of a trustee below:**
Trustees: Charity Commission and 6 Roles of a trustee

- Ensure your charity is carrying out its purposes for the public benefit
- Comply with your charity's governing document and the law
- Act in your charity's best interests
- Manage your charity's resources responsibly
- Act with reasonable care and skill
- Ensure your charity is accountable

TK commented that the chair must be a trustee which Karen has already agreed. We need 2 trustees for the bank.

Item Discussion

The following people agreed to be trustees of the charity

Karen Wardley

Andrea Morrison

Robert Rimmer

Patrick Atvie

Lorrain Cobban

3 trustees to be responsible for the bank: Karen, Patrick and Robert. Either Patrick/Karen or Patrick/Robert can authorise the bank account.

ACTION: TK to email documentation (charity commission information and policies). Must be signed and returned to TK. Also send the link for the Charity Commission Website. Discuss change of charity/bank address next meeting

5. Events: Ideas for virtual events

TK discussed her concern that we are nearing Christmas and need ideas for the children to make Christmas special.

- Video messages from Santa: Discussed individual video messages, year group or class video messages.
- Sponsored walk to the North Pole
Marathon numbers on clothes. Family sends total miles walked on PFA FB page. Add up and put on the map and track to the North Pole.
- Santa packs including Certificate, letter, reindeer food etc
- Free event on Christmas Eve. Santa reading a Christmas story.

KW discussed a Scavenger Hunt and Virtual Christmas Fair for local businesses. AM mentioned that there is already a Virtual Christmas Fair on Buckshaw FB pages.

DR discussed the art exhibition that we did in the summer and could we do anything similar. TK mentioned that we could do a calendar with 12 different pictures and have it as a competition. We could also have a collage of pictures if we had lots of entries. PA mentioned that we could do the calendars with children's photos instead. 50 per page. AM discussed the safeguarding implications of some children not being able to share photos. Possible solutions: they draw a picture of themselves or can wear a Santa hat and beard or selfie sticks. Open it up to all children then they don't feel left out or different. PA mentioned about putting a Christmas song quote on each page. SR mentioned a verse from JW on each page.

Item Discussion

AM mentioned having a Christmas Jumper Day or Festive Wear. Christmas Jumper day 11th December.

PA mentioned a movie night via Facebook Live. DR discussed that Netflix and Disney Plus have a watch group that you can invite friends to watch a movie at the same time.

AM mentioned a Christmas Party – children’s entertainer via zoom. Infants and junior Christmas Party. Captain Fantastic or Simon Presents?

SR mentioned Xmas4Schools. TK mentioned that she hasn’t had any communication with them this year but will look into it and other companies who do them.

Santa: Decided that Glenn would be the best Santa and Jo could continue her chief Elf role.

ACTION: DR to research Netflix/Disney Plus idea in more detail. How many can join at once etc.

TK to research:

- calendars
- Zoom party
- sponsored walk to the North Pole
- Christmas cards
- Santa packs
- Class Zoom Santa Message

TK to email JW for Christmas Jumper Day on 11th December

TK to speak to JP and GP about the virtual video links and Santa’s Storytime.

KW to research the scavenger hunt

6. AOB

TK to create a messenger feed for the new committee

Meeting ended at 9.30pm

Next meeting: Thursday 12th November at 8.30pm viz zoom