

# MINUTES

## TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

### Committee Meeting

11/10/2023 8.00pm | Meeting called by Karen Wadley  
Minutes taken by Karen Wardley.

#### Committee members

Karen Wadley (Chair) - Andera Morrison (Vice Chair) - John Sharrock (Committee Member) – Claire Moule (Committee Member)

Item	Agenda item	Discussion/update	Actions
1	AGM	<p>Proposed date Wednesday 8<sup>th</sup> November. Decided to hold AGM in person this year.</p> <p>We need a venue, think school and Hub club is unavailable on Wednesdays and Community Centre is booked on 8<sup>th</sup>.</p> <p>If we hold it outside school hold it as a wine and cheese evening and if we host in school do cake and coffee.</p> <p>If we can't get a venue for the 8<sup>th</sup> could move to the 9<sup>th</sup>.</p>	<p><b>KW</b> – Email Mrs. Wright and check if we can use the school hall.</p> <p><b>KW</b> – Once date is confirmed post on social media.</p>
2.	Bingo – 20.10.23	<p>Bingo books coming on Monday. Make cauldrons full of sweets for house prizes, have sweets just need to source cauldrons, and use boxed sweets left over from summer for line prizes.</p> <p>Need the bingo machine and dabbers out the shed.</p> <p>We have £42.50 rolling float, use this for tuck float alongside the card machine.</p> <p>For tuck we need to get cans, fruit</p>	<p><b>All</b> – Source cauldrons</p> <p><b>KW</b> – To get bingo machine &amp; dabbers out of shed.</p> <p><b>KW</b> – Get float from TK</p> <p><b>KW</b> – To order Tuck</p>

		<p>shoots, crisps and some cake. We also have a selection of sweets left from Y6 leavers to use for Tuck shop.</p> <p>Want to sell alcohol so we need to apply for an emergency TEN license tonight.</p> <p>A reminder post needs to go out to all parents across Facebook and school app.</p>	<p>stock</p> <p><b>KW</b> – Apply for emergency Ten license</p> <p><b>KW</b> – Email School and request poster goes out on parent app &amp; schedule a post for Facebook</p>
<b>3.</b>	<b>New Starters Event</b>	<p>Scrap for this year and look at doing it around mid-end of July after they have received their place going forward so they can meet before school starts.</p>	<p>All – discuss at the beginTning of next year.</p>
<b>4.</b>	<b>Christmas Fair</b>	<p>Want the grotto moved back into schools out this year so we need to buy a new gazebo. We need to go through the Christmas boxes and see what we need to source in terms of grotto decorations. JP has the leftover books from last year to be used as grotto prizes.</p> <p>We to ask Sant if he is free.</p> <p>Raffle prizes – we have 4 raffle prizes so far, need someone to go door to door of local businesses on the village.</p> <p>We have 9 stall holders confirmed. The choir will be opening for us and then Mrs. Corrigan is going to run the book fair from the lobby alongside the Christmas fair.</p> <p>Poster is ready to go and program is ready to go once we have raffle prizes confirmed and any ads for advertising submitted.</p> <p>Instead of doing food from the hatch ask an external vendor to do food Maby Matoli's Pizza, might be nice to have waffles or crepes.</p> <p>Volunteers we need a minimum of 20</p>	<p><b>KW</b>- To look at gazebos</p> <p><b>TK</b> – to check Santa's availability</p> <p><b>JS</b> – To ask local businesses</p> <p><b>KW</b> – To source food vendor</p> <p><b>KW</b> – To post request</p>

		<p>volunteers to be able to run the Christmas fair. Once we are past the AGM start asking for volunteers in the Facebook year groups.</p> <p>We need volunteers on Friday night as well as Saturday to help with set up.</p> <p>Games – Rudolph ring toss  Hook a cracker  Luck dip  Racing reindeer  Choc, bottle and toiletries  tombola's</p> <p>look at doing Elfridges this year, we would need a space to do it in and to source gifts.</p> <p>Whose poos whose trail, re vamped to match this years branding. Do it as a trail round the village, put up about 2 weeks before fair. Completed sheets to be returned to change exchange at the fair for a chance to be entered into a prize draw.</p>	<p>for volunteers after AGM</p> <p><b>All</b> – to keep an eye out for elfridges gifts and discuss in future meetings</p> <p><b>KW</b> – To sort trail</p>
5.	Dates for Year ahead	<p>Proposed events/dates for next Year:</p> <p><b>January</b> – Gift amnesty</p> <p><b>February</b> – Friendship Disco  Wednesday 7<sup>th</sup> &amp; Thursday 8<sup>th</sup></p> <p><b>March</b> – TBC something for world book day</p> <p><b>April</b>- St Georges Bingo Tuesday 23<sup>rd</sup></p> <p><b>June</b> – TBC Euros event, maby a sponsored sporting event.</p> <p>None Uniform Donation Day Friday 28<sup>th</sup> &amp; Summer Fair Saturday 29<sup>th</sup></p> <p><b>July</b> – Colour run last weekend of the term 20<sup>th</sup> or 21<sup>st</sup></p>	<p><b>KW</b> – to email Mrs. Wright to check dates</p>
6.	Y2 Funding Request	<p>Y2 have requested £1050 to fund coaches for Y2's upcoming trip to Imagin that in Liverpool.</p> <p>All agreed to fund the request.</p>	
7.	Any other business	<p>Newsletter after half term, we should put out a newsletter after half term once we have the total raised from bingo and dates for next year confirmed.</p>	<p><b>CM</b> – To put newsletter together once everything's confirmed.</p>

		<p>Selfie frame, could we get a giant PFA selfie frame that we can use at events.</p> <p>Christmas cards, decided to do xmas4schools again this year. Company have shipped the sheets to us and they should be ready to come home in the next week.</p>	<p><b>All</b> – to discuss in future meeting</p> <p><b>KW</b> – to drop sheets into school</p>
<b>8.</b>	<b>Next Meeting</b>	Wednesday 1 <sup>st</sup> November 23	