

MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

Committee Meeting

25/01/2018 8.00pm | Meeting called by Tracy King

Committee members

Tracy King (Chair) | Julia King (Vice chair) | Kate Moss (Secretary) | Jo Pollard (Assistant Secretary) | Sarah Jane Riggott (Treasurer) Kate Maughan (Assistant Treasurer) | (Publicity) Anna Hills

Christmas Fair

Christmas Fair

It was believed that the day had good attendance and steady flow due to it being on a Saturday and over a longer period. Held 12pm – 3pm It was confirmed by the committee members that next year's fair would be held on Saturday the 1st Dec to avoid getting too far into the busy period, suggest we get a save the dates poster into staff rooms for both the Summer and Christmas fairs!

KM raised a concern that our visitors complained at the price of the bottle tombola being £2 for one ticket, maybe needs to be reviewed for summer fair either by price reduction or increasing the odds of winning. We could look for additional ways to run this. Wine or water/ Pick a bag surprise.

JP suggested a compare (master of ceremonies) would have kept momentum on the day, with everybody knowing what was about to happen when, when we needed to make announcements – Grotto running busy or not! Price reductions – Food availability/What we had.

JPs husband suggested some more competitive games to keep attention of KS2 aged children in the form of console game challenge/safe darts/Scalextric where they would pay to play and there would be a leader tracker of positions etc... one to investigate!

JP commented upon the need to look after stall holders & helpers with refreshments, lists were made but then they did not receive. Need to appoint a person to fulfil this on the day. JP went through the previous minutes, committee approved them as correct.

Santa's arrival for this year must be decided and maybe make more of an entrance. To buy the volunteers specific presents to avoid them getting items that they donated.

JP suggested that we propose to run the barbecues outside for food and not have external vendors, so we can benefit from the profits – SP took circa £300 of which we got only 10% (£30) our profits could have been in the region of £200 after costs. JP raised the issue of having a separate cake stall to festive teas offered on the hatch, we created internal competition, and this resulted in residual goods left. On this point if we think we are going to be left with stock we need to auction off or sell goods off at cost. Also ensure we communicate between committee goods bought so we don't over buy. We need to keep pricing/goods simple on cake stalls and not try to be café.

TK & JP made the committee aware that our teacher volunteers and GS had been rewarded for their service over the fair and years help. All members agreed that it was important to reward all helpers, make them count and that we should perhaps look to keep donated chocs or wine to be able to fulfil this.

JP suggested that we have a strategy in place and plan for changes due to weather! (Bouncy Castle having to come inside) It might be wise to nominate an event manager to make these decisions where the need arises.

JP raised the awareness that the Grotto needs to have two adults running in addition to Santa. This is to ensure the smooth running and safe guarding can be adhered to at all times. It also allows for toilet breaks refreshments breaks if needed.

JK suggest having the grotto running split into chunks: 12- 12.45 break session 1 1 – 1.45 break session 2 2 – 2.45 end session 3 Or 2 sessions something to be considered

TK raised the awareness that VM chair of governors passed thanks and praise onto the PFA for all their efforts to date, sharing the appreciation of the governors.

ACTION: JP: Save the dates poster into staff rooms for both the Summer and Christmas fairs!

ACTION: TK to look at getting the date in the diary with school and confirming the 1/12/18

ACTION: TK to book bouncy castle for summer fair and Christmas fair. Additional enquire with SJ enterprises about blow up grottos and if they have availability?

Winter Disco

Winter Disco

JP raised the issue of the number of parents & toddlers at the KS1 disco, JK pointed out there were no chairs for these and all agreed they were an obstruction to seeing the children and it compromised our safeguarding. It was agreed to propose that for summer disco we try to avoid having as many parents but if they insist on staying we can section off the large hall at Unity Place and have as a holding area possibly offering refreshments. If we have not the manpower we would have to leave an honesty box for donations!

KM pointed out the need to have sports caps to avoid spills on the dance floor at the disco.

JP stressed the need for just one teacher to be present to assist should there ever be the need in an emergency and that they would have authorised access to emergency contacts data. We should not need to formulate an additional list, we should be privy to sharing this information from school in a working partnership.

TK/JP/JK before Christmas had an informal chat about changing time of year for second Disco to avoid the manic festive season for both parents and committee members. This was shared in the meeting with all about it being prior to October half term and Halloween themed.

JP raised the reminder of mobile phones being taken off KS2 children and TK was confident that the message put out by the DJ addressed the importance of not using them on this occasion, but this needs to be on the checklist for next time.

SR raised about the need for all helpers and PFA members to have Hi Vis or PFA t-shirts, so children and adults can see who the official helpers are. We confirmed to address this for the Summer Fair.

Policies

Prior to the meeting all policies had been circulated in advance to be reviewed and all committee members were asked to sign all policies, that they understand and agree each policy.

No objections were made, and the following policies were agreed:

1. Code of Conduct and Policies Overview
2. Risk Assessment (Physical)
3. Risk Management (Financial)
4. Conflict of Interest
5. Data Protection
6. Electing New Committee Members
7. Trinity PFA Safeguarding

ACTION: All policies to be referred to and to be reviewed yearly by Chair and Trustees or when require amendment prior to the year.

Job Description and Roles

Job description and roles were emailed/handed out for review but were adjourned until next week's meeting on the 30/01/18

Committee Meeting – 30/1/18

Events Sub-committee – to be arranged

Meeting finished at 10.30pm