

MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

Committee

30/10/18 8.00pm | Meeting called by Tracy King

Committee members

Tracy King (Chair) | Anna Hills (Treasurer) | Jo Pollard (Events Manager)

Apologies - Julia King (Fundraising Manager) Sarah Riggott (Vice Chair)

Minutes from previous meeting

Minutes from the previous meeting: TK to add on new job roles as discussed at the meeting.

Actions from previous meeting: Macmillan money banked - £185.09, confirmation received
Funding requests – TK has a meeting with Pentagon regarding the track, play equipment and markings.

Match funding from Summer fair has been paid direct to the school.

Book Fair

Money counted and banked – awaiting confirmation money has been received.

Across both sites it was not as busy as last year, £1757 raised.

Kate Monaghan

We are sorry to see Kate leave the committee and would like to thank her for her hard work over the past year.

Uniform

The uniform stock count has been completed by TK and emailed to the new business manager

Events

Xmas4schools: Received a few entries and order forms back, cash counted.
TK to contact 2 parents as order forms received with no cash.
Deadline is 31st October with orders being sent on 8th November.

AGM: Power point has been done
TK to go through and finalise the finances
The wine is in stock, JP to organise the cheese and biscuits.

Facebook post scheduled for 7am 31st October

Running order: Welcome JK

Events last year TK

Funded & to be funded TK

Looking ahead JP

Treasury report SR

Nominations SR

Fashion show: £100 has been paid, we receive this back if we sell 80 tickets.

Poster to be put up by JP

Facebook post scheduled for 3pm on 31st October.

TK to put the event on eventbrite

Tickets to be sold 2nd, 5th, 8th and 9th. Then daily on the week leading up to event.

Alcohol drinks to be served, refills to be served by waitress service, donation box

available.

Raffle prizes: Spray tan

Soap & glory set

Wine / bottle of fizz

Cath Kidson colouring

Bath hamper

Mini wine and glass set

Nibbles: Retro sweets

Cup cakes

Pringles / nuts

Potato pie / curry / chilli TBC

Soft drinks are in stock

Jobs: Waitress JK

Raffle JP

Refreshment AH / SR

Xmas fair: Programme: discussed having 8 pages instead of 16 to reduce costs and selling.

Layout – Front cover – Advert – Welcome – competition entries – Map – raffle prizes & sponsorship – Daily mile sponsor advert – back pg advert. (TBC)

Potential businesses for adverts: Encore

Rose & Crown

Nana Jans

Redrose

Filling factory

Games / stalls: Bottle / choc / toiletries tombola's

Choc cards

Face painting / nail art

Bauble bobbing

Pick a prize emoji

Grotto
Xmas stall / balloons
Cake stall
BBQ
Refreshments
Santa paws

Raffle prizes: Spray tan
£50 matalan voucher
Glamorous glamping voucher
Tiny rockers pass

Potential donations: Tesco Chorley
Tesco Buckshaw
Costa
Starbucks

Potential 1st prize: Xbox 1 X

Stall holders: SofiaRyan
AM-PM academy
Body shop

TK to ask about year 6 helpers.

AOB

N/A

Meeting Finished 11:15 pm

Next meeting: AGM – 1st November 2018

Committee: 07/11/18