

# MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

## New Committee Meeting

12/11/2020 8.30pm | Meeting called by Tracy King & Karen Wardley

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### Committee members

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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) | Jo Pollard (Committee Member)

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### Item Discussion

1. **Minutes from 5<sup>th</sup> November 2020: true and correct record.**

2. **Charity Commission and Policies:**

TK reminded the committee to return the policies as soon as possible.

TK discussed transferring the Charity Commission and bank account over to the new committee in Jan 2021.

**ACTION: Still need to decide which address they are both going under.**

3. **Funding:**

Tom Palmer author workshops KS2: £400 agreed prior to new committee starting.

Workshops taking place on 23<sup>rd</sup> November 2020 for years 5&6 and 8<sup>th</sup> December 2020 for years 3&4.

4. **Stock and storage:**

TK mentioned all the stock is in her garage. TK proposed getting a shed to store the stock. Advantages: Nowhere else for the stock to go.

On school premises so easier for events.

Less time-consuming transferring from school instead of houses.

All the stock is in one place to check inventory.

TK specifies that the shed needs to be vandal proof and around 14ft x 7ft to fit everything in.

TK showed the committee a suitable shed from Asgard.

*Extra Large All Metal Shed: The Gladiator Plus 2*

*The Gladiator Plus 2 is one of our extra-large all metal sheds. Just like all of our other high-quality products, the Gladiator Plus 2 is built from very thick, heavy-*

*gauge, galvanised (weatherproof) steel panels. This all-metal shed is designed to keep both the bad weather and the thieves out. This extra-large metal shed has a tough, (pick and drill resistant) with a secure 5 point locking system featuring internal deadbolts. 10yr warranty.*

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The committee agreed that it would be suitable for purpose. GP got the price reduced from £1899 to £1800. It will require a floor which is another £210 plus a hard standing.

**ACTION: TK to get quotes for the hard standing and cost the project.**

5. **Christmas Events:**

Patchwork - Virtual Christmas Fair: The committee agreed to use Patchwork.

**Christmas Fair Date: Saturday 12<sup>th</sup> December? Or full week. Maybe load the competitions and raffle the week before and add games on the day??**

**Ideas for stalls**

- **Dare a teacher** – get the children to pay to vote for the teacher they'd like to see do something silly – maybe get dressed up as an elf or try and eat three mince pies in under a minute. The teacher with the most votes (or highest donations!) has to do the dare.  
**20p to enter**  
**ACTION: Ask JW for ideas.**
- **Bottle tombola/chocolate**  
**50p to enter. Win the chocolate or bottle**  
Non-uniform day Friday 4<sup>th</sup> December.  
Parents asked to bring in donation of either a bottle or chocolate.  
Cars parked in the car park to accept donations.  
Each item to be numbered using raffle tickets.  
Photo of bottle tombola and chocolate tombola to be shared via social media and through Patchwork.  
Committee to deliver the items after the fair.  
**ACTION: Ask JW**
- **Ask for cash donations for your school's wish list** – for parents who want to donate but don't have much time, add a patch that's purely monetary. Maybe £5 towards some new books, or £20 towards some new tech equipment.
- **Name the teddy**  
**50p to Enter**  
**Win the teddy**  
Find a large teddy?  
Decide a name  
Create a list to choose from or add a name?  
**ACTION: Find teddy!**

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**Item Discussion**

- **Guess how many sweets are in the jar**  
**20p to enter**  
**Win the jar**  
**ACTION: Get jar and sweets**
- **Online games: 3 goes for 50p**  
**ACTION: TK to look into ideas.**
- **Calendars: Launch date:**  
**ACTION: TK to email ASK for lead time.**  
**Committee discussed how many we buy.**  
**Sell over 100 ASK waiver the set up charge.**  
  
12 different photos of Buckshaw and the local area  
A4 : 160gms Satin Paper  
White binding  
Inc. White paper envelope  
100 Calendars: Cost £335.00 £3.35 each  
50 Calendars: Cost £197.50 £3.95 each  
  
Selling Price £7.00  
Profit: 100 sold £365.00  
50 sold £152.50  
Reduce to £5 if not selling
- **Design a Christmas Card: Launch 1st December: Judge on the 12<sup>th</sup> December.**  
**Free to enter**  
Children design a Christmas card for the Retirement Village.  
Send photo to FB page/messenger  
**ACTION: TK to ask Lisa (Whittle art shed) if she will donate a prize and judge.**  
All the cards will be delivered to the Retirement Village.
- **Festive pet show: Launch 2nd December: Judge on the 12<sup>th</sup> December.**  
**50p to enter**  
Parents dress their pets up in a festive outfit. To make it exclusive for all they can dress up FurPets?  
Send photo to FB page/messenger  
**ACTION: KW to source prize and whoever donates is the judge?**

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**Item Discussion**

- **Christmas bake-off: Launch 3rd December: Judge on the 12<sup>th</sup> December.**  
**50p to enter**  
Festive bakes: Adults and Children entries  
Send photo to FB page/messenger describing whether it is adult or child entry.  
**ACTION: TK to ask Tanya (Tanya's Baking) if she will donate a prize and judge the competition.**
- **Raffle: On Patchwork**  
Hampers: Gin Hamper  
Chocolate hamper  
Toy Hamper  
Beer Hamper  
Wheelbarrow of Wine

**ACTION: TK to source prizes. Send business letter to local companies.**

**Other Events**

**Sponsored walk to the North Pole:**

Name: Santa Fun Run – Sponsored run to Lapland

Where: school during daily mile?? 1 week: 5 miles per pupil

Date: W/C 7<sup>th</sup> December

**ACTION: Ask JW**

**TK to finish the poster and add bank details to the sponsorship letter.**

**TK to look into Gift Aid registration.**

**Pantomime: Eva Long Productions – Cinderella £90**

Virtual pantomime for the kids.

**ACTION: AM to research**

**Video messages from Santa:**

Individual video messages: Parents send information via email.

Name and age of pupil, something they have done well this year, what present do they want.

**ACTION: tbd next meeting**

Free event on Christmas Eve. **Santa reading a Christmas story.**

**Scavenger Hunt: 12<sup>th</sup> December 2020**

KW Drawn up plans.

**ACTION: KW to organise**

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**Item Discussion**

**Meeting ended: 10.45pm**

**Next meeting: 19<sup>th</sup> November 2020 at 8.30pm**

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