

MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL PARENTS and FRIENDS ASSOCIATION

25/04/2017 7.45PM | Meeting called by Tracy King

In Attendance

Tracy King (Chair) | Julia King (Vice chair) | Kate Moss (Secretary) | Jo Pollard (Assistant Secretary) | Sarah Riggott (Treasurer) | Claire Butler (Publicity)

Apologies: Lisa Butcher (Assistant Treasurer) | Angela Monaghan (Publicity) | Michelle White (Publicity)

Approval of Minutes – previous meeting

The minutes of the meeting held on 16th March were agreed as circulated.

Approval of Minutes – Finance Committee

The minutes of the meeting held on 29th March were agreed as circulated. It was noted that there was some content that was confidential to the committee, which would be removed prior to publication on the website.

Easter Bingo Event review

Final profit figures to be calculated once all expenses have been reimbursed, although it was expected this would be around £360. It was noted that the bank account would need to be operational before this could be facilitated so that clear records exist for all transactions. It was agreed that the final figure would be advertised through the PFA social media sites as soon as it is available, but it was noted that the provisional figure had been included in the final newsletter of last half term.

ACTION: Sarah Jane and Lisa to confirm claim documentation and deadline for submission of claims. Jo, Julia and Claire all confirmed that they had incurred expenses in connection with the event.

It was reported that Tracy had further updated the layout for the hall using school plan drawings, identifying all cupboard locations etc. We had not managed to record accurate attendance figures for the event, and would try to capture this in future. It was estimated that there had been about 50 adults and 40 or so children over the course of the event. It was also noted that future bingo events would advertise 4 games without specific times, so that people would be able to participate at the next available opportunity once they have arrived. It was noted that each game had taken approximately 20 minutes to conduct. It was also felt that there had been too many fundraiser games alongside the Bingo, meaning that none were exceptionally successful, and it was suggested that future events like this would benefit from having fewer 'attractions'.

Logo

It was noted that a School response to the proposed logo was still pending, but the committee were agreed that the proposal of a purple trinity logo over an adult and child hands was appropriate.

ACTION: Tracy to share any feedback received from School regarding the proposed logo.

ACTION: Tracy to produce clean image for use on all PFA communications.

Website

All present had opportunity to preview the proposed PFA website in advance of the meeting. Minor amendments were proposed to ensure consistency throughout the site with regards terminology and formatting. It was confirmed that the purpose of the website was to increase transparency and facilitate open communication between the school community and the PFA, and lots of information that would be published would be to ensure compliance with the charitable status that we were seeking.

It was also suggested that there should be a page detailing where the money raised is used, and that this should be built up over time. It was hoped that teachers would be willing to share photos from PFA funded school trips to facilitate this, and it was suggested that committee children could be photographed making use of PFA funded equipment also.

It was noted that a couple of the committee photos needed to be amended/provided, and that we were also seeking permission from school to replicate photos used on their website.

It was noted that there had been a volunteer for the role of official events photographer, and that this could be supported by others with an interest in photography. Further investigation of the notification of photography at events and permission for use of photos with identifiable persons/faces would be required.

Two slogans/straplines had been used within the website draft, but it was felt that these could be improved. 'Making a difference one member at a time' and 'Be part of something special, be part of Trinity PFA'. It was felt that the terms 'member' and 'special' had unwanted connotations.

This led to discussion about whether all parents were automatically members of the PFA or not, which could impact on the type of constitution that we have adopted, so it was agreed to remove 'member' from the strapline.

Further consideration of these was therefore required.

ACTION: Tracy to update website in light of comments received, and to enhance its capability for use on mobile devices.

ACTION: Kate to confirm legalities and provide sample documentation for event photography.

ACTION: All to consider alternative straplines for use within the website.

Google Drive/Google Docs

It was noted that committee documents were available for all members to access on the Google Drive area, using the PFA email address and password to log in. It was hoped that this would reduce the need to circulate documents as email attachments and would enable members to be sure they are referencing the latest version of documentation.

Recruitment – Class reps and Prize Team

Short flyers for each of the above roles had been drafted to help the committee recruit additional members to these roles. It was felt that the wording needed to be adjusted to avoid 'recruit', and that each role should have no more than 3 identified objectives so as not to discourage volunteers.

It was also felt that 'class representative' would require an alternative term, something more fun and active.

Suggestions made included 'Trinity Tweepers' and 'Trinity Twinklers'. Other suggestions were requested. It was proposed that we should identify the administrators for any existing Facebook groups associated with the school, as these people would be well placed to take on this role, where they are not already committee members.

These would be publicised via the Trinity PFA Facebook page as well as the website once wording has been agreed. It was also suggested that something very light and fun should be sent out through bookbags so that all parents had opportunity to see the invitation.

In connection with the prize team, Julia and Kate offered to coordinate this, with Angela, as it was thought that Angela would also be suited to this with her connections to local businesses.

ACTION: Wording to be amended and role descriptions to be condensed

ACTION: Suggestions for alternative term to 'Class Representative' to be proposed

ACTION: Prize Subcommittee to be formed – JK/KM/AM

ACTION: Julia to draft suitable letter to go out to local businesses.

Treasury Update

Sarah updated the meeting to confirm progress with regards setting up the PFA Bank Account and charity registration.

It was noted that the account was very nearly operational, and that we had confirmed the opening balance with the School as £5950.94, which would be deposited by cheque or transferred from school funds at the earliest opportunity. It was noted that we had opted for online banking options, even though dual authorisation would be required for all transactions, and it was noted that there was a procedure available to facilitate this. It was summarized that one of the three signatories would be responsible for initiating the transaction and then either of the other two would be able to confirm authorisation.

It was reported that the constitution was nearly ready for signing by the trustees, who would ideally be in post for a period of two years. The trustees had been decided in relation to roles to ensure that there is compliance with the specific requirements of the constitution in regards minuting decisions taken, accounting and maintaining asset registers etc.

It was noted that further discussion would be required with regards the insurance and liability requirements for PFA events, and clarification would be sought about when we are/aren't covered by the school's insurance. It was reported that stall holders/businesses selling at PFA events would be required to provide evidence of their own public liability and/or stallholder's insurance, and that a form had been devised to record this information. Discussion also took place about insurance of PFA assets.

ACTION: Tracy/Julia to discuss further with Mrs. Wright/School regarding insurance/liability.

Stock

It was noted that there was a sheet within the stock inventory which contained pictures of some of the assets held by the PFA, such as the boards for summer fair games. It was also noted that the PFA held a gazebo (used for Santas's grotto).

It was agreed that Sarah and Tracy would liaise to establish the value of all items in the inventory so that the PFA has a clear baseline for starting the asset register, although it was noted that smaller items would be grouped into consumables, perishables and sundries so that this can be completed efficiently.

It was noted that the updated stock listing was available on the Google drive area.

ACTION: Tracy / Sarah to confirm inventory value of stock and assets.

Policies

Discussion of this item was deferred to the next meeting.

KS1 Movie Night

It was suggested that a movie night/film screening would be a promising idea for an event to be held before half term. It was noted that a quantity of the perishable stock held by the PFA would expire before the Summer Fair

date, and would therefore need to be sold in advance of this. It was also suggested that this event could be focused on Key Stage 1 pupils with a view to contributing to the playground markings in the new site, as it was anticipated that this would be one of the forthcoming funding requests from the school.

It was noted that we would need to identify costs associated with this so that we could set a target objective for the event.

It was felt that it would be simpler for the PFA to decide which film is to be screened than to offer the opportunity to pupils to choose from a list – this could disengage pupils who do not select the winner. It was suggested that **Moana** would be suitable choice – as it is recently available on DVD/Blu-ray but is still current and appeals to that age group.

It was noted that if we do not charge admission, we would not require a film license, whereas we would if there was an admission fee. It was felt that we would be able to raise sufficient funds through the sale of refreshments (drinks, popcorn and sweets.) It was noted that tickets would need to be distributed in advance, and that the costs of refreshments would also need to be clearly publicised in advance.

It was agreed that **Thursday 25th May at 3.30pm** would be the preferred date and time for the event. Non KS1 pupils would be able to attend if their parents remain on site for the duration, but it was anticipated that parents would be able to drop their children off and collect from 5pm. It was noted that the adult:child ratio for this event would be likely to be in the region of 1:6 and therefore volunteers would be required in addition to the PFA committee. It was also noted that we would require male volunteers to be compliant with requirements about toilets.

ACTION: Claire to put out details with request for volunteers through the Facebook page which could then be shared within the specific year group pages also.

ACTION: Tracy to confirm proposed arrangements with school and check technical set up arrangements.

ACTION: Julia to identify KS1 co-ordinator at school and approach once date confirmed.

Summer Fair

It was noted that the summer fair would be held on **Saturday 1st July between 12 and 3pm**. It was suggested that a subcommittee be formed to progress plans for this outside main committee meetings, although all committee members would still be able to attend.

It was suggested that a structured open meeting be set initially to capture ideas and proposals for the event. It was agreed that this should take place on **Thursday 11th May, 6pm-7.30pm**. Teachers and existing volunteers would be specifically invited, and an open invitation to all parents would be issued.

Following discussion, it was suggested that a separate meeting, which should probably include a drinks reception, be held for the benefit of invited local businesses to lay out options for how they can also be involved. It was proposed that this take place on **Tuesday 23rd May, 6.30pm – 7.30pm**.

It was felt that there would also be sufficient interest already in facilitating an 'event arena' with performances and demonstrations from local dance/sport/music groups that children attend. Whether or not the event had a specific theme would require further discussion.

ACTION: Further discussion to take place at the next meeting.

ACTION: Contact details for local businesses to be collated (Kate/Julia/Angela)

Additional events before the end of the year

Discussion of this item was deferred to the next meeting.

Deferred discussion items

Further discussion of the following items were deferred to future meetings later in the summer term.

- Reception parents welcome evening
- Easy Fundraising ideas – e.g. 100 club
- PTA+ website subscription

AOB

School App – it was noted that the school app had been launched, and that the current links to the PFA area did not reflect PFA activity. It was noted that this would be updated with a direct link to the PFA website as soon as this could be facilitated.

Newsletters – it was noted that the School would continue to facilitate communication to all parents on behalf of the PFA, although by linking their app to the PFA webpage we would be able to upload content and communications directly. It was reported that other school PFA's produce termly newsletters from the PFA, and it was felt that this would be a useful additional communication tool for the PFA. A sample newsletter was circulated. It was agreed that this is something that we could consider.

Twitter – although the PFA does currently have Facebook presence, it was suggested that this could be supplemented with a Twitter account. It was anticipated that we would attract more support from fathers in this way also. Again, it was agreed that this is something to be explored.

First Aid – it was noted that there would be a requirement for a trained first aider to be present for all PFA events, Tracy agreed to make further enquiries with regards this.

ACTION: Tracy to investigate First Aid requirements.

Safeguarding – Tracy noted that she has collated a 'Safeguarding Do's and Don'ts' document that all event volunteers should follow. Further discussion required at the next meeting when reviewing the policies.

Next Meeting

Tuesday 2/5/17, 8PM, 14 Lancashire Drive

Meeting finished at 10.15pm