

MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

Committee Meeting

20/11/19 8.00PM | Meeting called by Tracy King

Committee members

Tracy King (Chair) | Sarah Riggott (Vice Chair) | Lisa Shaw (Secretary) | Joanne Pollard (Events Manager)
Anna Hills (Treasurer)

Item Discussion

1. **Minutes from previous meeting:** 20th November 2019

2. **Treasurer Report:**

Treasurers Report AH

Funds in

£15 Tanyas Baking (Xmas Fair)

£11 Brindle (Xmas4Schools)

JP and TK to put in their expenses for the Christmas Fair and Christmas Shopping Night

AH yet to bank Some Xmas 4 Schools and Christmas Shopping Night

3. **Announcement**

TK has announced that she is going to step down at the end of the academic year. AH & NS will also be stepping down due to children leaving at the end of the year. SR and JP will be stepping down due to personal commitments.

ACTION: TK to email JW of the announcement.

4. **Events: Review**

Christmas Shopping Night

53 adults attended plus some children Only 10% of the school population. Disappointing. This could be due to the night is was one and also the weather.

Takings for the evening: £255 stall holder fees (£150 bank transferred)

£53 entrance fee

£92.20 Refreshment

£57.40 PFA Stall

Total: £ 457.60

Item Discussion

5. Events:

Christmas Fair: Saturday 30th November at Unity from 12pm till 3pm.

**TK distributed raffle tickets: Got approx. 60 booklets to sell at the fair.
JW and CC to sell tickets at the fair.**

Raffle Prizes. 1st Prize: iPad or Samsung Tablets (TK)
2nd Prize: Renaissance Hotel Weekend (TK)
3rd Prize: £50 Hair on the Square Voucher
4th Prize: £50 Next Home Voucher – donated by Redrose

Hampers: Kinder Hamper: (JP)
American Hamper: (JP)
Food Treat Hamper: (TK)
Others: Magnum of Processco (JP)
Mattys Candle and holder (AH)
2 Free Little Voices Lessons (TK)
True Bearing Piggy Bank (TK)
Nana Jans £20 Voucher (TK)
JSK Dance: Free Term of Dance lessons
AK Athletic: 1 week of classes
Flying Pizza Co.
Party Box: KFC (TK)
Redken Hair essential Kit (TK)

ACTION: TK/JP to organise hampers
TK to get all the raffle prizes
Raffle tickets : TK to distribute in school (Need sibling list)
Tk to email Jo/Nicky for donations and volunteers

Stall Holders: Tanyas baking, Big Bang Photography, Body Shop and Julie Booker confirmed.

PFA Stall: PFA Sweet Shop and Presents (JP to organise)

ACTION: JP to organise PFA Stall

Programme: see example
Page 1: Front Cover – Leon Kesiak
Page 2: Sofia Ryan advert
Page 3: Welcome and head teacher message
Page 4: Competition Entries
Page 5: Raffle Prizes
Page 6: Programme of events

Item Discussion

Page 7: Map

Page 8: Funds raised & Spent

Page 9: Funds to raise and recruitment

Page 10: Flying Pig and GMM Adverts

Page 11: SJL

Page 12: Redrose

Revenue: £285 from adverts

Stalls: £60

12 pages including covers. Ask for 750. Programme due Monday.

500: £325

800: £355

Banners: went up on Tuesday 12th November

**ACTION: TK to organise programmes into classes.
TK to get PA System**

Santas Grotto: Eddie confirmed as Santa. Dawn has the Santa costume ready. Letter to Santa and What's your Reindeer Name in the Grotto

Stalls: Chocolate Tombola: Donations

Bottle Tombola: Donations

Toiletries Tombola: Donations

Sarahs Balloons: Confirmed

Hair Braiding:

Face Painting:

Nail art/Glitter Tattoos:

Games: Elf Surprise: Prizes given

Pick a Pudding: Chocolate Nutcraker

Olaf in one: Badge

Mince Pie Madness: Erasers

Wishing Tree: a chocolate coin

Toy Story Claw: Toy story figures

Elf Trail: Elf Money Box

Craft Table: Craft and biscuit decorating

Refreshments: BBQ, Chili, Hot Drinks, Mulled Wine (non-alcoholic)

Trio of Treats, Christmas Cake and Mince Pies

Item Discussion

First Aid: Chorley's Angels confirmed.

ACTION: TK needs to source the burgers and hot dogs from Heskin Hall

6. 150 burgers and 150 sausages
 TK need to make box for Toy Story
 TK to buy biscuits for decorating
 TK to get cheese from Costco
 TK to stock check BBQ box

Bag of treats for each volunteer: Butty, crisps, drink and biscuit

Winter Disco: Monday 16th December at Unity 4.30pm – 8.15pm

Simon confirmed

Timings: Reception 4.30pm-5.15pm

Y1 & Y2 5.30pm-6.15pm

Y3 & Y4 6.30pm-7.15pm

Y5 & Y6 7.30pm-8.15pm

Discussed £1.50 entry for Reception but to include tuck

£1 entry for all other years but to emphasize that they will need money for tuck.

Discussed: wristbands with names on them instead of tickets.

ACTION: TK to research the price of bands

All buy on the door.

Future Events:

Family Friendly Quiz Night in January (date TBC)

Discussed having Harry Potter themed quiz. JP got a hamper for raffle.

Movie Night: 10th February

Easter Bingo: Monday 30th March

Spring Disco: Monday 18th May

7. **Summer Car Boot Sale?**

Summer Fair: June 20th or 27th: Theme??

Leavers Disco: Friday 17th July

Bogeyed Jog: to open the new track at Unity??

Crazy Hair Day?? Feb?

Beetle Drive??

5p challenge or Penny Wars

AOB
