

MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

Committee Meeting

30/01/2018 8.00pm | Meeting called by Tracy King

Committee members

Tracy King (Chair) | Sarah Riggott (Treasurer) | Anna Hills (Secretary) | Julia King (Fundraising Manager)
| Joanne Pollard (Events Manager) | Kate Maughan (Assistant Treasurer) |

Minutes from previous meeting

JP went through the previous minutes, committee approved them as correct.

Minutes lead to further discussions about the Xmas fair and xmas disco –

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

Xmas disco - the food / drinks need to be managed differently this year, to avoid the rubbish. KM suggested to give the snacks out half way through, SR suggested have water as part of ticket price and buy sweets separately, TK suggested have an interval half way through for food / drinks. Must avoid queues at the tuck shop.

The number of parents, especially for the infant disco, was a big issue and a health and safety issue.

Information on the tickets can't be used, we can only hold the information

Due to the lack of information on some of the tickets, the need to have at least one teacher there was stressed, if nothing else just to access the children's information if needed

It was noted that the first aid box at unity place is only suitable for 8yrs +

TK and JP have been booked onto a first aid course in February

Resignation of Kate Moss

Kate Moss has resigned her position as secretary and trustee of the PFA.

TK is to liaise to get all assets back from Kate and to remove Kate from all bank mandates.

The PFA committee would like to thank Kate for all her hard work during her time on the committee.

Meeting with Mrs. Wright

TK had a meeting with Mrs. Wright.

The school safe is available for use after any PFA event, the issues with using the safe are that we wouldn't get time to count the money and we would need someone from the school at every event to access the safe. This led to discussions on how to bank the money from events, could bank in it the post office on Saturdays, or split the money between homes.

Actions: Banking on the money for the summer fair especially needs to be confirmed.

Charity Commission

The charity commission are to be informed of the resignation of Kate Moss.

As they recommend a minimum of 3 trustees a new trustee needs to be elected, KM was asked to be a new trustee and agreed.

A secretary is also needed to be elected, AH was asked and voted as the new secretary.

Actions: SR to add KM as a new trustee

Job Description and Roles

New roles were agreed and new job descriptions given out:

AH – Secretary

JK – fundraising manager

JP – Events manager

All were agreed

Events for Spring Term

The next event is the Easter bingo on 20th March at unity place:

- Glenn to compare
- We have got the dabbers and Easter boxes
- Pay on the door
- New arrivals can join next game instead of having to wait for the interval
- Sell bunny droppings
- Popcorn in Easter bags
- To split the raffle tickets into single tickets instead of strips
- Keep the games in between the bingo simple

Actions: Prizes needed to be decided on for line / full house

JK to look at stock for possible prizes

Games in between the bingo games to be confirmed

Summer Fair

This will be discussed in more detail at the next meeting.

Actions: JK to email football clubs

AOB

We have been asked to organise the distribution of the school uniforms. It was agreed that we needed more information before a decision could be made. A compromise was discussed, we help with the uniform and the teachers volunteer at our events.

Actions: TK, KM and JP to have a meeting to discuss this further

Meeting Finished 10.30pm

Next Meeting: Friday 2nd March 2018 8pm