

MINUTES

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

16/03/2017 7.30PM | Meeting called by Tracy King

In Attendance

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

Apologies: Julia King (Vice chair) | Lisa Butcher (Assistant Treasurer) | Angela Monaghan (Publicity) | Michelle White (Publicity)

Approval of Minutes – previous meeting

The minutes of the meeting held on 10th March were approved as circulated. Matters arising not covered elsewhere on the agenda were as follows:

The revised objectives were agreed –

The main objectives of the Trinity Parents and Friends Association are;

- *to provide a pathway for parents to be involved in supporting the school.*
- *to provide financial assistance for the development of the school's facilities and teaching resources.*
- *to stimulate an active interest in the life of the school,*
- *to promote a working partnership between parents, staff, students and the wider community,*
- *to work closely with local and national business partners,*

The Association plays a significant role in building the community spirit of the school. The events and functions the PFA organise, provide an opportunity for parents and staff to work together to create a communal family.

Approval of Minutes – with Mrs. Wright

The minutes of the meeting with Mrs. Wright held on 15th March were approved as circulated. It was noted that Mrs. Wright is supportive of the PFA, which will begin to play an increasingly important role within the school community as other sources of funding are restricted in future.

It was noted that Classlist app would be put on hold until the new school app has had time to be embedded. It was noted that the Trinity School app would have a section specifically for the PFA, and that we would need to email documents to school for uploading. It was hoped that this would become the main school method of communication with parents.

It was noted that permission to hold the Christmas Fayre on a Saturday had been granted, but it was noted that this may come with reduced teacher involvement in the event.

Mrs. Wright agreed to investigate possibilities of using ParentPay for PFA events.

It was confirmed that access to the school site would be dependent on the TAG system which is on a preset timer.

Mrs. Wright would be happy to attend future committee meetings given sufficient notice and the committee welcomed this opportunity to build relationships with her in this way.

Treasury Update

It was reported that Sarah will be investigating procedures to open the bank account over the coming weekend, and that she will report back to the committee regarding the arrangements and any specific requirements that are involved in this.

It was confirmed that once the account is open, we will receive a cheque from the School account to deposit our opening balance, expected to be in the region of £5000. It was confirmed that Sandra would be typing up the record of transactions to date, so that a record of this exists.

It was felt that a more structured and accountable system for handling funds would be crucial moving forward, and that a line needed to be drawn to end the previous informal practices that had occurred. This would need to apply to all aspects of the financial activities (income, expenses, floats, funding requests) and it was noted that dual authorisation was likely to be required for all transactions, ruling out the possibility of online transfers.

It was also noted that there had been a request made via Julia for PFA funds to the Year 2 trip. It was decided that the PFA would develop a standard procedure to address future requests, but the committee agreed in principle to support the request that had been made.

The benefits of having a specific target for fundraising, such as a minibus, were agreed as being important to engage parents. It was noted that ICT resources were likely to feature highly in upcoming demands, and that if necessary we would be able to facilitate specific Key Stage projects/targets for funds.

Publicity Update

Claire outlined the publicity strategy for the upcoming Easter Bingo event. She had produced the poster, which it was agreed would be posted around the school entrances and gates. This would also be produced as a flyer to be handed out in the school playground on Friday 24th. An announcement would be made in assemblies on 24th and 28th to remind pupils of the event. It was also agreed that A6 sized flyers would be handed out by the Easter Bunny (Jo) and other committee members in costume to generate extra interest and grab the attention of parents and children alike. It was also agreed to set up a Facebook event on the Trinity PFA facebook site and invite as many parents as possible to this event. We would also encourage the sharing of the event and the poster within the various groups that exist. It was also suggested that we should ask to put posters up in the out of school clubs that are used by the school.

Stock

It was reported that the cupboard at school had now been sorted out, tidied up and inventoried. Perishable items were being stored in Tracy's garage as the underfloor heating in the storage cupboard meant that this was not suitable for this purpose. Out of date stock has been disposed of, and all remaining items will be inventoried. Tracy will organise the future storage in a way that allows for easy tracking of where each item is held.

It was noted that no additional storage facilities were available within either School site, although it was noted that Mrs. Wright has agreed to consider potential options.

Tracy also confirmed that she has bought a popcorn machine for the PFA, and that this will be available for the Easter Bingo event.

Easter Bingo

Further discussion took place to plan the specific details of the Easter Bingo event, which will be taking place at School on Tues 28/03/17, 5:30PM – 7:30PM.

Bingo – Glen Pollard confirmed as caller. Plenty of sheets available in stock, to be sold on door by Lisa and Sarah. Tracy to deliver brief welcome/introduction.

Dabbers – it was agreed to use felt tips rather than purchase and sell dabbers, it was felt that that costs were prohibitive.

Prizes – it was agreed to arrange the following prizes:

- Line – sweets/chocolate basket made up from stock (Jo to action)
- House – Easter Eggs

Refreshments – Claire to man sweets stall, Tracy and Jess to man popcorn stand, Volunteers to be identified for drinks stall. Hot drinks (tea and coffee) to be available – discussion ruled out hot chocolate as an option. Cold drinks it was agreed to investigate costs of bottles/cartons against the option of cordial, and price accordingly. Jo agreed to make up the sweet cones and marshmallows for sale.

Fundraisers – Jo agreed to organise a Golden Egg Draw, where the prize was 50% of the takings. It was also suggested that there should be a lucky dip stall (Tracy/Claire to arrange), and a name the toy game to be held during the interval.

Other - it was suggested that there should be a colouring competition to keep children entertained during the break. It was felt that the PFA committee should be able to be identified, and would therefore source some badges. It was thought that we should tally attendance on the door, and ensure that there are forms for parents to volunteer for future PFA events available. The PFA board should be displayed within the hall, a collection bucket for general donations would be considered. Tracy agreed to draw up a floor plan layout for the event so that it was clear what needed to be done in setting up. Claire agreed to produce price lists for display in frames on each table – all items were to be priced in 50p increments to help with cash handling, and each fundraiser would need a sign detailing costs and prizes.

ACTION: Publicity team to print flyers and posters

ACTION: Volunteers for outstanding tasks to be identified ahead of the event

ACTIONS: Various as agreed above.

ACTION: Have fun!

AOB

Out of School Club – It was confirmed that there were plans to open an out of school club from September, which would involve Breakfast clubs on both school sites and After School club within the current reception classroom area.

Discussion took place about transparency and information sharing. It was noted that we planned to make agendas and minutes available to all parents, not to force them to read them, but to raise awareness and interest in the PFA and to openly communicate with all members of the PFA.

Uniform – it was noted that there was a lot of lost property items of uniform, and it was suggested that there may be a method of converting this to raise funds for the PFA, possibly by selling via the Uniform Selling Site that has been set up on Facebook. The discussion led to the suggestion that the PFA could plan a general jumble sale/car boot style event in the future.

ACTION: KM to undertake further investigations regarding existing school practices

Facebook – it was agreed that we needed to liaise with Lorraine regarding the administration of the Trinity PFA facebook page. It was suggested that she would need to add additional administrators who would then be able to remove her administrative rights.

ACTION: TK to liaise with Lorraine

Year Books – it was remembered that the committee last year had funded yearbooks for year 6 leavers.

Next Meeting

Finance Subcommittee - Thurs 29/03/17, 8PM, 9 Seaforth Crescent

Full committee to be arranged for shortly after the Easter Break.

Meeting finished at 10.15pm