

# MINUTES

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

02/05/2017 8.00PM | Meeting called by Tracy King

### In Attendance

Tracy King (Chair) | Julia King (Vice chair) | Kate Moss (Secretary) | Jo Pollard (Assistant Secretary) | Lisa Butcher (Assistant Treasurer) | Michelle White (Publicity)

Apologies: Sarah Jane Riggott (Treasurer) | Claire Butler (Publicity) | Angela Monaghan (Publicity)

### Approval of Minutes – previous meeting

The minutes of the meeting held on 25<sup>th</sup> April were agreed as circulated.

The following matters not covered elsewhere on the agenda arose from these minutes:

- There had been a minor hitch with the Bank account opening, which is being rectified. The expenses claim form has yet to be finalised.
- The logo has received permission from school to be used by the PFA.
- A document containing all changes to the website has been circulated.
- The website strapline was confirmed as “Supporting our school, our children, their future”
- Summer Fair has been moved to **Saturday 8<sup>th</sup> July**.
- Job descriptions for the class rep role and prize committee have been redrafted.
- Confirmed that PFA will need separate Public Liability insurance as not covered by the school policy, although assets stored on site are covered by school’s insurance.
- Stock value still TBC, gazebo still to be located.
- It was noted that Mrs. Smith is the Early Years/Reception coordinator, Mrs. Doherty is the KS1 coordinator, and that Mr. Ford is the KS2 coordinator. Mr. Quirk as associate head teacher was also confirmed as being the contact for technical/IT queries. Andrea Bullen was noted as being the School Business Manager.

### Policies

The following policies had been circulated in advance of the meeting, and were therefore agreed:

- Risk Assessment (Physical)
- Risk Assessment (Financial)
- Conflict of Interest
- Data Protection
- Safeguarding

There were some points of clarification raised –

- Earlier meetings had decided that we would not be holding a petty cash account. It was confirmed that the policy facilitated a petty cash holding, but did not require that this was present. It was therefore agreed that the treasurers would be able to decide whether a petty cash account would be operated, and that this decision would be reviewed in the event that circumstances change.
- DBS – it was noted that there is currently no requirement that PFA volunteers are DBS checked to run events, although it was felt that this would be good practice. Tracy reported that following discussion

with Mrs. Wright, it was possible for this to be arranged via school, but that this wouldn't necessarily cover PFA events. It was therefore proposed that once registered as a charity, the PFA would be able to become a DBS registered body and perform their own checks. This would be facilitated using Sarah Jane's address for consistency with the bank account etc.

- Safeguarding – minor amendments were suggested to the Safeguarding Do's and Don'ts guidance. It was agreed that we would like to adopt a safeguarding policy, although the majority of the guidance is common sense, it was felt that it would be beneficial to do this and ensure that there is a good level of awareness of this amongst the committee. It was agreed that Tracy would act as the Senior Designated Officer for the organisation. It was noted that there would need to be a flow chart detailing contact points in order to support the policy. It was also noted that LCC have made some training available online for volunteers, and Tracy would arrange for circulating this to the committee.
- First Aid – it was thought that there were no trained first aiders currently on the committee, and it was agreed that it would be beneficial to ensure that this is remedied so that we could easily ensure trained first aiders are present at PFA events. It was noted that St John Ambulance, Red Cross and Chorley's Angels all delivered training (with differing costs).
- HiVis Jackets – it was felt that this would be a useful indicator at events like the summer fair of who committee members and volunteers are, as well as identifying who the first aiders are, and it was agreed that these should be ordered.

**ACTION: Tracy to confirm arrangements for DBS clearances once response from DBS received**

**ACTION: Tracy to draft Safeguarding Contact Flow Chart, update Do's and Don'ts Guidance and circulate link to/information about LCC online safeguarding training**

**ACTION: Tracy to investigate First Aid training costs**

**ACTION: Tracy to order 25 Purple PFA and 5 Green (or Yellow with Green writing) First Aid HiVis jackets (at cost of approx. £2.35 each)**

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## KS1 Movie Night

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Further discussion took place about the arrangements for the KS1 movie night. It was noted that discussions with both the Hub Club and Tiny Rockers Out of School clubs would be required to facilitate arrangements for KS1 pupils to attend.

It was agreed that we would need to simplify the process of refreshment sales so that this did not take up all of the time available – it was suggested that we could sell tokens in advance for drinks, popcorn and sweets and this could then be traded in on the night.

It was also suggested that we should sell family tickets so that we could ensure an appropriate level of adults were present as we would need to secure approximately 25 volunteers to host the event. It was noted that we urgently needed a suitable list of confirmed volunteers for the event to go ahead.

It was noted that if we were not charging for admission, we would need to have a donations bucket/box with a 'suggested donation' recommendation in order to generate additional income.

Following discussion, it was felt that in order to justify the effort involved, we would need to charge an admission fee and secure a screening licence for the event, as there simply wasn't sufficient profit making capability just on the refreshments and it was felt that we couldn't therefore afford to dispense with the entrance funds. It was also felt that we currently didn't have a large enough pool of volunteers to ensure that the event could run successfully.

Concern was also expressed that it would be easier to justify holding separate events for KS1 and KS2 once the new site had opened. It was suggested that the purchase of an annual licence for a September event would allow the committee to generate profit legally, and would allow each Key Stage to have their own event over the course of the year, reducing some of the concerns raised.

**ACTION: Event to be postponed to Autumn Term.**

**ACTION: Tuck sale to be arranged as alternative to facilitate sale of short dated stock and to advertise the Summer Fair – either Thursday 25<sup>th</sup> May or Friday 26<sup>th</sup> May (or both?) in the playground at home time.**

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## Summer Fair

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It was reported that the Summer Fair had now been moved to **Saturday 8<sup>th</sup> July** due to a clash in the School diary. This news was received gratefully by the committee as this meant that the Fair was no longer conflicting with the Euxton Gala Day. However, it was noted that the Chinese Dancing Show would be taking place in the Hall from 6pm, and we would therefore need to prioritise any clean up in the hall to facilitate their access.

It was suggested that businesses would be able to book a stall for £15, sponsor the event for £15 or do both for £25. A booklet would be produced and they could also advertise within this – it was noted that the costs of producing this were being investigated.

It was proposed to hold an open meeting for Parents on **Thursday 11<sup>th</sup> May, 6-7pm at School**, to invite suggestions and volunteers for the Summer Fair. This would be advertised via the Facebook Page, and an event on facebook tomorrow – these would also need to be shared via all year group pages also. A separate email to the existing list of volunteers would also be sent out. There would also be opportunity in the meeting to highlight the class rep vacancies on the wider committee. Basic tea/coffee/juice and biscuits would be offered, and Nurlisa and Lucy would be asked to look after this. It was proposed to be an active planning meeting using flip charts to capture the information we needed. The parent volunteer questionnaire would also be available. If necessary, parents would be able to bring children to the meeting.

The committee would then be able to discuss all feedback and plan the event in more detail at their next committee meeting.

It was suggested that the separate meeting for businesses may not be required as it was hoped that this could be facilitated via the parents open meeting and by the prize committee. However, a decision would be taken following the open meeting and if necessary this could be arranged for closer to the half term break.

It was noted that further discussion about first aid cover for the event would be required in a future meeting, but that we should seek specific volunteers for this at the open meeting. It was suggested that if St John's Ambulance (or other ambulance service) were attending the Fair, they may also be able to act as first aiders if required.

**ACTION: AM to confirm print costs for summer fair booklet**

**ACTION: Advertising of Open Meeting via Facebook/Word of mouth etc**

**ACTION: Email invitation to existing volunteer contacts**

**ACTION: Tracy to plan the open meeting and ensure forms are available for completion**

**ACTION: Refreshment volunteers to be asked to cover the open meeting**

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## End of Term Disco

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It was noted that Mrs. Wright has suggested that the end of term disco would be held on **Monday 17<sup>th</sup> July**, which would be within the last week of School term. Concerns were raised that this would clash with Beavers, who use the hall on a Monday night. It was noted that the Mrs. Wright had not had access to the external calendar when she had suggested the date.

It was then discussed and agreed as follows:

- There would be three separate discos for years R/1/2, 3/4/5 and 6. It was felt to be important that year 6 had their own disco so that there was a 'leavers' event' from the PFA.
- Each disco would be 45 minutes, with a 15-minute change over period.
- There would be separate entrance and exit points – probably entering from the playground and exiting from school reception.

- Infants would be offered a pre-packed party pack to simplify the sale of refreshments and dealing with change, so that there was opportunity for them to dance too, and not just queue for the tuck shop. It was suggested that this would include a drink, crisps, sweets and a glow stick for £2.
- Entrance tickets (to be purchased in advance and on the door) would be £1.
- Further discussion would be required at a subsequent meeting.

**ACTION: Ensure that there are no external conflicts for the proposed date.**

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### Additional events before the end of the year

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Discussion of this item was deferred to the next meeting.

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### Deferred discussion items

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

- Reception parents welcome evening
- Easy Fundraising ideas – e.g. 100 club

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### AOB

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**PTA+ website subscription** – it was confirmed that we should go ahead with the annual subscription for this at an approximate cost of £12/month for the next 12 months as this also included public liability insurance coverage, and it was felt that the additional membership benefits and access to resources and guidance would be useful to the committee over the period. It was agreed that this should be in place before the open meeting on 11<sup>th</sup> May, so that we had confidence that we would be covered in the event that we would need to make use of the insurance policy.

**ACTION: Tracy to facilitate subscription.**

**Annual Calendar of Events** – it was noted that we were aiming to produce a calendar of events for 2017/18 which would be published to all parents in September. To facilitate this, we would hope to take ideas and suggestions from the open meeting on 11<sup>th</sup> May and hold a further open meeting in July to share this feedback and our proposals with parents.

**PFA Meeting Calendar** – it was suggested that all committee meetings, subcommittee meetings, events and key dates should be recorded in an easily accessible way. It was noted that there is a calendar app associated with the google account for the PFA, which can be imported or overlaid on other calendars that the committee use, and may also be able to link to the PFA website. It was suggested that Kate and Jo could establish and maintain this.

**ACTION: Kate & Jo to update and maintain calendar of events on Google Calendar app.**

**Leaver's Books** – it was noted that further discussion of this was required at the next meeting as a priority.

**ACTION: Tracy/Kate to include in agenda for discussion.**

**Additional event suggestions** - the following ideas for events were suggested in the meeting:

- Family camping night
- Outdoor cinema
- Summer picnic

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### Next Meetings

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Summer Fair Parents Open Meeting – Thursday 11<sup>th</sup> May, 6-7pm at School

Committee Meeting - to be arranged for week commencing 15<sup>th</sup> May to analyse feedback from open meeting

Prize Subcommittee – to be arranged for as soon as possible

Meeting finished at 10.30pm