

MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

Committee

15/1/19 8pm Meeting called by Tracy King

Committee members

Tracy King (Chair) | Julia King (Fundraising Manager) | Jo Pollard (Events Manager) | Helena Royston (Secretary) | Liza Shaw (secretary) | Sarah Riggott (Vice Chair) |

Apologies - Anna Hills (Treasurer)

Committee meeting

Minutes agreed from previous sessions.

TK has put money into the bank.

2 presents still to be given – Clare Davies and Alexandra Evans

Review: Movie Night

Total takings £943.01

£783.01 minus the float and **final total £713.82** minus the expenses.

192 tickets sold (£671.10 raised in ticket sales and £42.72 raised by tuck sales)

SR suggested splitting KS2 and KS1 to make the movie night more manageable.

SR suggested tuck shop not needed as only raised £42.72

TK fed back that KS2 behaviour was not as expected, KS1 behaviour was better. The event was hot and a lot of mess was generated. The committee agreed that a strategic review of procedures needed to take place.

TK suggested speaking to JW about having a member of teaching staff to help with pupil behaviour.

In future SR suggested that chairs may be better and a teacher to help with crowd control.

JP suggested having KS1 at Brookwood Way as a more familiar venue.

The committee suggested the possibility of KS1 only movie night to trial improvements at BW. Time 4.30-6.00, drinks sports caps, bananas and hot dogs.

Easy watching U film of short duration was suggested and pupils to sit in rows in class order. Limit tickets to 100. Possibly 6.30-8pm at KS2. To be decided.

Treasurer's report

TK said the committee needs to split keys and have a master set of keys for super box. AH to action.

£100 float to be kept in each box.

£783.01 deposited in the bank from Movie Night takings

£36.87 existing float

£71 deposited from summer monies, £10 monkey, £4 from raffle tickets and stall holder money £30.

Advertisers need to pay. SR to create the invoices.

TK has printed AH the bank statements from last 5 months and info from the takings at movie night.

Final balance £16,444.94

Funding Review:

Barclays match funding generated £716.95

Trips to be funded: Brockholes £360 and Lowry £540 TBC

PFA would owe £183.05

TK awaiting funds request form for the Lowry trip to confirm the funds needed.

Bike and scooter shelter £4863. Scooter shelter building work is under way. SR raised concerns about the height of the structure. TK to raise with school.

Football kit £275.75 to be paid by Green Man Marketing. 0 cost to PFA. Need logo from Harry to send to Kit King. TK to make sure this is advertised to parents on the newsletter.

Playground equipment- The school have allocated some money in the budget for the playground equipment. School want it doing all at once including playground markings.

Daily Mile Track: colour run fundraiser or a sponsored run or bubble run . JK suggested getting publicity. SR suggested bringing in coins to try to stretch for a distance.

Worship area – planters need replanting, sanding and varnishing. All the area requires work being done. TK waiting info from Mr Ford.

Year 6: Residential - £540ish for coach transport.

Panto – idea to do a panto Dick Whittington in the community centre. Costs to be confirmed.

Lucky numbers

JK said to have a set date that the draw happens per month.

29 numbers have been issued. Live draw to be put on facebook using phone number generator. Cut off 15th of the month for paying.

TK has emailed all the participants, all have signed up for the year.

Flyer to go in new reception book bags this year.

Quiz night 6-8pm Friday 25th January

JP to put event on facebook.

15 min break in the middle.

Pay for school aged children

Committee is to create the quiz

Music/Films - SR

Sport - HR

Disney/Scotland - JK

Geography - TK

Food - LS

Pictures of famous people (youtubers etc) -JP

Send all quizzes to TK for Monday. TK to format. 10 questions per quiz.

JK to see if Mr Conway can get a teacher team.

Year 6 and summer fair

TK to message Jo Keay to ask about putting on the year 6 page about year 6 festivities, hoodies, book etc.

TK to book community centre for party on 19th July 6-8pm.

TK to enquire about hoodies and leavers' books.

TK to ask dominoes to sponsor party.

The committee discussed ideas for a theme for the summer fair on 22nd June. No decision was made.

AOB

SR said the charity commission want the committee to put in place two more policies – volunteer management and complaints handling. SR to action.

PFA social on 29th January at 6.30pm at Tiggi's.

Next meeting – Tuesday 22nd January 8pm