

# MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

## Committee Meeting

14/03/19 8.00PM | Meeting called by Tracy King

---

### Committee members

---

Tracy King (Chair) | Joanne Pollard (Events Manager) | Julia King (Fundraising Manager) | Helena Royston (Secretary)

Apologies | Sarah Riggott (Vice Chair) | Anna Hills (Treasurer) | Lisa Shaw (Secretary)

---

### Item Discussion

1. **Minutes from previous meeting:** 28<sup>th</sup> February 2019

TK emailed Little Explorers and The Hub with regards to non-payment as asked them to pay ASAP. Both have now paid their invoices. All funds from the Christmas Fair are accounted for.

**The other action points will be discussed during the meeting.**

2. **Lucky Numbers Draw:** Payment has been sent to the winner of the February draw. No new interest. How can we get more people to join? JP suggested flyers in Costa and other venues to attract non school people.

3. **Treasurer Report**

Balance: £12,568.19

Transactions since last meeting:

Credit:

£80 from Little Explorers

£80 from The Hub

Debit:

£18 Annie Ellis LN

4. **Visitor passes/signing in and out**

**DBS and Safeguarding course**

**DBS**

Registered with Ucheck which is an umbrella company which can get our DBS done under our Charity name.

All persons wanting a DBS will be added under the charity name.

---

---

## Item Discussion

TK sent a link for all members to complete if they want a DBS.

Costs incurred will be taken from funds.

DBS records to be kept of all volunteers

### 5. Safeguarding course

TK completed Level 1 and 2 Safeguarding courses with LCC and Level 1 or C0 Church of England Safeguarding course.

TK emailed the link with instructions to all members to complete Level 1 Safeguarding course with LCC.

Please send the certificate to TK when completed.

### 6.

#### Funding

- Still awaiting confirmation from Stuart at Kit King. Emailed MG to ask if he had received an email from him but hasn't.

#### ACTIONS

- TK to recreate order online and resend.

- Daily Mile Track:

Quote: Option 1 – Premier Mulch – ECO Mulch  
Preparation Works - £1500  
295.5m<sup>2</sup> @ 40mm ECO Mulch - £40 = £11 820  
Total £13 320 + VAT

Emailed DCM to let them know that we have chosen them for the work.

Emailed JW, CC and MG the information for DCM. Asked when they would like the work done but still waiting for a reply.

- Worship area: TK asked James GT to help and Avant garden centre will be involved.
- Residential: No update.
- Year 6- 2 vouchers from Dominoes but they only equate to 2 large pizzas and 2 sides. TK has picked up Dominoes voucher. JK has both.
- Leavers Books: I have received more photos for the book. TK will start editing next week. Emailed SK and MG for their information and asked for photos that they may want in too.
- Year 6 party: emailed SF to confirm that he is still okay for the party.

---

## Item Discussion

### ACTIONS

TK to ask KFC to sponsor year 6 party

## 7. Easter Bingo

Easter Bingo taking place on Monday 1<sup>st</sup> April at UP. Doors open at 6.00pm for a 6.15pm start. First session will take place from 6.15pm till 7.00pm, 15 min break, second session from 7.15pm till 8.00pm.

- TK and JP already bought line and house prizes plus large egg for the raffle and bits of tuck to sell.
- TK checked Bingo box. All balls are there, got enough bingo sheets and dabbers.
- TK investigated another bingo machine as it is hard work with the little balls but there isn't anything that is suitable. TK also asked Keeley at Tiny Rockers but they don't have the machine anymore.
- Notes from last review suggested that we didn't sell that much tuck and that the stall needs to be next to ticket selling.
- Set up as previous years. £2 per sheet.
- JP suggested hamper and getting a play factory voucher.

### ACTIONS

TK to ask school to announce changes on the app and newsletter. Parents to be told to come at any time.

TK to look on TES website for bingo machine

JP/TK to get a big chick for a prize in Home Bargains Preston

SJR/AH to do the tickets again

JP to provide a bottle of Baileys as a prize

## 8. Spring Disco

- Spring disco to take place on Monday 20th May.
- Disco R.Y1,Y2 - 6.00-7pm, Y3,4,5,6 - 7.15-8.15pm
- TK confirmed that Simon is still okay to attend discos
- Committee suggested max 150 children. PFA would need 15 helpers.
- Committee agreed first come first served on tickets. Tickets to be numbered to keep track when selling.
- Any book bag monies to be returned once tickets sold

### ACTIONS

TK to ask JW to tell caretaker we need extra 45 mins clear up after events

TK to ask Simon to have the music low

---

## Item Discussion

Tickets to be sold Monday – Friday the week before

JP to number tickets

### 9 Summer Fair

- Summer Fair taking place on Saturday 22<sup>nd</sup> June.
- JK completed the business letter and emailed to 6/7 businesses.
- JK said she has a prize from Renaissance hotel.
- TK ordered the backdrop for the wall. Invoice given to AH.
- TK rang about the Sheriff car. They do hire out. Waiting for phone call back.
- Jo Keay confirmed for the arena to do 2 dances.
- TK Emailed SJ Enterprises to hire the bouncy castle and ask if they have a bucking bronco too. No cost for the bouncy castle. We get 20% of sales after the first £150  
Bucking bronco £295 for 3 hours
- TK completed the request for event medical cover to Chorley's Angels. They have confirmed that they can attend.
- TK emailed Charlotte Hughes to ask if she wanted to attend and take photos again. She is happy to. I gave her the heads up that it is a Wild West Theme.
- TK ordered Wild Wild West signs, cow game, flags, bunting
- Banners to be cable tied
- JP suggested making refreshment tent into saloon
- JP suggested hay lucky dip

#### First Aid: Chorleys Angels: confirmed

#### Refreshments

BBQ

Drinks

Cakes

Tuck

Sandwiches

#### Bouncy Castle: SJ Enterprises

#### Rodeo Bull: SJ Enterprises?

#### Fancy Dress Competition

#### Photo station: Charlotte Hughes: confirmed

#### Welly Wanging: MUGA

---

## Item Discussion

### Arena

Jo Keay (2 slots): confirmed

Tug of War

Fancy Dress winners to go after the choir in first slot

Welly Wanging winners

Sack race

JK suggested Flic Flac gymnastics

Steal the tail from the horse game

### Races:

Sack Race in the arena

Hobby Horse race (jousting) JP suggested making a game with obstacles.

### Games:

Lucky Shoehorse – games on amazon

Hook a Duck

Cans with cactus for shy

Pin the moustache on the cow

JP suggested panning for gold

### Props

Tippee (Tippee Tent Hire)??

Sheriff Car Hunters Lodge?

Stocks (SR)

Horse and Cart??

Pallets wrapped as bales

Back drop: TK ordered

Wild Wild West Sign: TK Ordered

USA Flags x 2: TK ordered

### Selling

Cowboy Hats: £1.99 Party Delights

How many?

Little USA Flags £2.49/120

Bubble wands?



### **RAFFLE PRIZES**

Renaissance hotel – overnight stay for 2 Manchester

iPad

---

**ACTIONS**

TK to drop in a business card to the sheriff car  
JK to ask businesses if they would sponsor the bucking bronco @£295  
JK to send Charlotte Hughes the booking form  
HR to provide a hobby horse  
TK to mount cow posters  
TK to get in touch with the Tippee people  
TK to buy horse shoe game from amazon  
TK to ask staff for pictures at a later date  
JP to buy little ducks to give out for hook a duck  
JK to contact rugby tots about sashes

**AOB**

Euxton PTA interested in hiring the popcorn machine for their events. Committee discussed renting for £20 a time or selling for £50  
Beetle drive  
JP suggested a car boot sale next year

**Next Meeting – 28<sup>th</sup> March 8pm**

---