

# MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

## Committee

10/05/18 8.00pm | Meeting called by Tracy King

### Committee members

Tracy King (Chair) | Sarah Riggott (Treasurer) | Kate Maughan (Treasurer)

Apologies: Julia King (Fundraising Manager) | Jo Pollard (Events Manager) | Anna Hills (Secretary)

### Minutes from previous meeting

Minutes from the previous meeting agreed

### New building

The new buildings have been erected. Committee yet to see them. TK received the invoice from JN but awaiting account details to transfer monies.

TK disappointed that school didn't invite us to see them or even tell us they were built.

SR suggested that we ask JW if we can have an opening ceremony and to publicise the event via local newspapers.

SR also suggested that we get a plaque for each building. Plaque would say "Funded by Trinity PFA through the generosity of parents, May 2018"

**ACTION: TK to email JW**

**TK to purchase plaques**

### Uniform

TK completed the order for uniform for the summer term.

TK received an order for uniform from a new parent. Order complete.

Discussed payment methods with SR and KM: TK to follow up conversation with the new business manager (if school are employing) to see if we could set up Parent Pay for uniform. The system needs tightening up and if we receive cash payments and pass them onto BM (Business Manager) we need a form for them to sign to say it has been passed on. Also, if items left with school need to be noted (Payment to be collected by school).

TK: Orders the uniform

Stock checks

Distributes to parents

**ACTION: TK to discuss uniform with the new business manager**

**SR to draft payment form**

**TK to label orders**

## Minutes

TK completed most of the outstanding minutes. TK thanked AH for her assistance. 3 yet to complete from last May.

**ACTION: TK to complete the outstanding minutes.**

## Website

TK updated the website with regards to events and minutes.

SR discussed the new GDPR laws coming into force at the end of May. SR suggested that we draft a form for parents to sign with permissions to use photos on website and social media.

SR also suggested that we complete an audit for the new laws.

**ACTION: SR to draft letter for permissions.**

**SR & KM to complete audit**

## New Parents Evening

New parents evening is taking place on 7<sup>th</sup> June. TK assuming, we are going to be asked to provide refreshments and sell uniform.

Discussed welcome booklet: Change it to 1 sheet with the following information:

- Meet the PFA – including photos
- Facebook pages
- Twitter
- Website
- Volunteer?

TK also received 90 booklets from Parent Kind to hand out at the meeting.

New reception Facebook page has been created, Sarah Dixon and Shelley Marie Evans are admin. KM and TK added to the page.

Add the Save the Date poster

**ACTION: TK to email JW to find out what they want us to do.**

## **Year 6**

TK set up Year 6 **Leavers page on Facebook**. Parents very appreciative and it seems to be going well.

LH and CO are creating the **Leavers Book**. Need to confirm budget.

Mrs Kenyon will be sending a letter out to all parents for permission to access photos etc.

TK to pass all the leavers book samples to LH or CO.

### **Hoodies**

Leavers hoodie suggestion has been a hit with parents on the FB page.

JP emailed NU uniforms for quote. TK emailed Goodies.

NU uniforms: "Leavers hoodies will be £18.99 each and will include the school logo and personalised with all of the pupils' names inside a number 18 at the back."

Goodies (where we get the school uniform from):

Kids Sizes: £13.50

Adult Sizes: £18.50

SR suggested that we get a permission form from parents to use child's name on the hoodie. This will be added to the order form.

Both companies already have the artwork for the logo.

They can choose the colour of the hoodie.

Details to be sent home to parents after SATS. Parents will fund this.

### **Party**

We discussed the venues for the party. Lancaster Way Community Centre and Buckshaw Village Community Centre.

KM emailed Chorley Council for Lancaster Way availability.

### **ACTION:**

**TK to ask for sample sizes for the pupils to try on.**

**Letters to go home to parents needs drafting.**

**TK & committee to confirm meal/party date to be discussed at next committee meeting.**

**JP to follow up on party and theme, if one is set. To manage event.**

## Summer Fair

TK designed and ordered banners

TK: Booked Chorleys Angels

TK emailed/sent letters to the following football clubs to follow up on letters.

- Blackburn Rovers
- Bolton Wanderers (again oops!)
- Wigan Athletic
- Man City
- Burnley

TK also emailed/sent letters to the following with reference to advertising or raffle prizes.

- David Lloyds
- Gym Works
- Botany Bay
- Red Rose
- Smyths Toy Superstore
- Inspire
- Splash

TK given business letters and booking forms to KM to distribute.

JK messages:

- Gary Morrison is not available as compere at summer fair
- Victoria Pass – awaiting info.
- Aztec domestic - messaged them re putting up marquee in return of free 1/2 page ad. Awaiting reply
- I have emailed both Lancs Taekwondo and Haydock School of Dance
- I've messaged Jason Stott twice now (re Barclay bank donating cash/raffle prize)
- Sandra Parker Flic Flac gymnastics can't do arena.
- Chinese dancing and Buckshaw Vamp are keen to do arena.

Notes from previous meeting

- **Brochure**
- Deadline is 11 June 18, actions for this, agreed to have 1000 printed better for bargaining with businesses
- WC - 7/05/18 - Email letter to businesses on featuring in brochure/having a stall and sponsorship. Ensure all 12 who advertised last year are priority 1.
- WC - 21/05/18 - Try to follow up with a pop in visit of local businesses who have not responded or new businesses. JK & KM to follow up.
- WE - 25/05/18 - Send home brochure cover design competition to be actioned over half term and request these back by 4th June and judge to meet 11/06/18 print deadline.

- WC - 4/06/18 - have all stalls, games, vendors and arena timetable confirmed up so Map for centre pages can be produced.
- Try and recruit distributors for the 500 additional brochures to handout.
  
- **Advertising leads new:**
- Nana Jans
- Sunseekers
- Talking Turtle
- Sophia Ryan
- Inspire Youth Club
- Charnock Farm
- Retreat
- Filling Factory
- Bobbin Mill
  
- **Promotional Campaign**
- JP needs to action posters for the summer fair, non - uniform day, competitions (Bake off) and (spot the ball) etc....
- WC - 4/06/18 summer fair posters will be put up on both sites/hub/tiny rockers/costa/tesco etc....
- JP needs to schedule a facebook campaign for each week leading up to the fair:
  1. 7/05/18 - Volunteers/We need your help
  2. 14/05/18 - ?
  3. 21/05/18 - ?
  4. 28/05/18 - Get sorting out those cuddly toys
  5. 04/06/18 - ?
  6. 11/06/18 - ?
  7. 18/06/18 - Non uniform information push
  8. 25/06/18 - Bake off and bakers needed!
  
- **Raffle Prizes Ambition**
- 1st - Nintendo Switch or Xbox One inc FIFA 18
- 2nd - £100 of vouchers ( Estate Agent/ Matalan)
- 3rd - Tesco Chorley/Buckshaw Hamper
- 4th - Preston Hospitality Tickets New Season
- 5th - Bolton Wanders Signed Flag Framed
- 6th - Official World Cup Football - Sophia Ryan sponsored
- 7th - TBC
- 8th- TBC
- 9th - TBC
- 10th - TBC

## **Whats Happening**

### **Stall Catering**

- Barbecue to be executed as last year but situated next to refreshments and cake stall. Needs 4 to run this, JP to ask Lorna and TK to ask Gary S.
- Cake Bake Stall 2 to run
- Refreshments and sweets 2 to run
- Ice Cream Van - need to confirm at next committee meeting who we are asking for this.
- Need to confirm if we need any other additional food vendors?

### **Stalls Vendors**

#### **Chorleys Angels**

- Pet Food - GM parent of pupil - confirmed.
- Trinkets - Sophia/ Lauren's auntie?
- Beauty - Avon/tropics/Forever/Bodyshop
- Body - Just Float/Slimming World/?

### **Stall Fun/Games**

- Bouncy castles x 2 SJ enterprises - confirmed
- Five a side tournaments/goalie wall/balls in basins - mugger - 50p a go
- Kick Can Emoji world cup stylee - 50p a go
- Football table challenge winner stays on - 50p a go
- FIFA 18 Challenge (XBox)
- Bean Ball Toss - 50P a go
- Monster feet football skills - 50p a go
- Hook a duck/football - 50p a go
- Bottle Tombola or Wine/Water Game - decide ? - £1 a go
- Cuddly toy tombola - £1 a go prize every time
- Balloons & Novelties stall (bubbles & footballs & Flags)
- Glitter Tattoos stall
- Nails stall
- Face Painters
- Fire Engine
- Police Car
- Carousel ride??
- Toddler slide/bouncy castle/ball pools/play pits
- Adventure play DO WE CHARGE?

### **Arena - Proposal subject to change**

- Welcome to the Summer Fair by Chair/Compare 12.00 (compare nominations Gary Morrison or Glenn Pollard).
- School Choir 12.05
- Bake off Judging (cake stall) 12.15
- Lancashire TKD 12.35

- Bake off winners announced	1.00
- Buckshaw Chinese Dance	1.05
- Break - Music Played	
- Buckshaw ATHELTICO (tbc)	1.30
- Chorleys Angels/Sea Cadets	1.50
- Haydocks School of dance	2.00
- Flic Flac	2.20
- Raffle Prize Draw	2.40
- Summer Fair Close	2.50

#### **ACTION:**

- **TK to me JW with update on the Summer Fair planning, ask if we can have the hall as well as outside. Request PA system and ropes/poles for the Arena.**
- **JP to confirm if Buckshaw Athletico can attend**
- **TK to follow up with all other arena proposals and ask choir at school**
- **TK & JK to follow up on above with added support from KM.**
- **TK to draft up competition page to go into school**
- **JP to action posters and format the spot the ball competition in form of a passport and order the card cut out balls.**
- **JP to source novelty prizes for games and monster feet/footballs for games**
- **JK to enquire about Fire Engine/Police**
- **If we confirm we are doing wine or water start saving screw cap bottles!**
- **JK & KM to try and tackle this with help from other committee members. JP to liase with Matalan. Follow lead of last years list in brochure**
- **JK to update on progression of this**
- **Book Ice Cream Van and ask above helpers.**

#### **Tuck Shop**

Tuck Shop was proposed for end of term 24/25th of May at both sites.

**TK to confirm if this will still go ahead due to coffee morning happening in the same week and the healthy eating incentive at school.**

#### **Sports Day**

Dates to be confirmed and if our help will be needed to serve refreshments?

Meeting Finished 10.45pm

Sub Committee: Next Meeting: Thursday 17th May at 9.10am at The Hub

Committee: Next Meeting: Thursday 24<sup>th</sup> May at 8pm