

MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

Committee Meeting

30/04/19 8.00PM | Meeting called by Tracy King

Committee members

Tracy King (Chair) | Anna Hills (Treasurer) | Joanne Pollard (Events Manager) | Sarah Riggott (Vice Chair) | Julia King (Fundraising Manager)

Apologies: Lisa Shaw (Secretary) | Helena Royston (Secretary)

Item Discussion

- Minutes from previous meeting:** 25th April 2019
Action points discussed during the meeting
- Lucky Numbers Draw:**
April draw live from the Bobbin Mill. Lucky Number 2 was drawn. Notified the winner.

ACTION: Funds to be transferred.

- Treasurer Report**
Balance: £12,522.47
Transaction since last meeting:
Credit:
£2 LN S Taylor
£41.50 Kirsty MacIntosh: Hoodies Finlay and Emily

ACTION:

AH yet to cash £51.99 uniform give-a-way and £12 cash from Sam Holland and £6 cash from Michelle. £15 stall holder fee from Pampered Divas.

- DBS**
In progress for Anna, Julia and Sarah. All clear. DBS to be sent in the post. Photocopy twice and hand to TK.

ACTION: JP, NS, HR to send TK copy of information requested.

- Uniform**
Received email from JW asking if we have any summer dresses in preloved. None. TK bought 2 summer dresses for a family in need.

- Funding**
Funds already promised: Total: £1703.00
-

Item Discussion

7 Football Kit

TK raised invoice for HL for the kit.

ACTION: MG to arrange date and time for photo

8 Daily Mile Track

KFC have confirmed that they will fund the last quarter £3,330 in exchange for press and social media coverage.

ACTION: TK to meet with JW.

MG to confirm LCC approval

MG to confirm Sports Premium

TK to inform committee of the decisions when they are made

9 Leavers Books & Hoodies

TK: Letters went out on Friday 26th April. I have sent in 2 sizes for fitting.

ACTION: Still waiting for info from MG, SK and JW

Events

10

Spring Disco

Spring Disco taking place Monday 20th May at Unity Place

ACTIONS:

AH to create floats for the discos and add the daily takings sheets in each.

TK to email AH daily takings sheet

TK to buy drinks and snacks see below

JP to create the posters and tickets

JK to schedule FB post this week

Drinks in stock: 42 orange fruit shoots

23 blackcurrant fruit shoots

40 waters

7 little waters

Refreshments: TK to buy 200 blackcurrant fruit shoots

250 Waters

1 box of crisps

300 haribo packs

11 **Summer Fair**

Summer Fair taking place on Saturday 22nd June.

Outside Agencies: All Confirmed

First Aid: Chorleys Angels: confirmed

Bouncy Castle: SJ Enterprises

Rodeo Bull: SJ Enterprises £295 trying to get a company to sponsor:

TK emailed Gymworks, RedRose, Cheeky Monkeys and Little Explorers to see if they wanted to sponsor the Bucking Bronco.

Photo station: Charlotte Hughes: confirmed

Lean & Green: Manager interested in Organising a Juice/Smoothie Bar. Waiting for the owners to get back from holiday to confirm. In exchange for a percentage of profits (15%).

Programme:

Front cover: Committee decided to use the poster created by TK for the front cover (adapt slightly)

Advertisements: SJL: Full page confirmed

True Bearings: Full page confirmed

TK contacted the following via email:

- Gymworks
- RedRose
- Cheeky Monkeys (not interested)
- Little Explorers
- True Bearings
- Keenans Estate Agents
- Just Clean
- Inspire
- Guys Thatched Hamlet

TK visited and handed out the form:

- Tesco BV: Raffle Prize
- Tesco Chorley: 150 buns and hot dog rolls
- Deakins
- Sweaty Mama
- Buckshaw Blinds carpets beds
- Subway

Item Discussion

- Nana Jans
- Sunseekers
- War Horse
- Harvester
- Aldi
- Costa
- Asda Chorley
- Hartwood Hall
- Seaview
- David Lloyds
- NU Uniforms

TK contacted Cuckoo Gin, Shaw Hill and Blackpool Pleasure Beach via online enquiries.
Form given to the Bobbin Mill

ACTIONS:**JK to contact:**

- Flying Pig
- Hair on the Square
- Smokies BBQ
- Little Hong Kong
- The Astley

LS to contact:

- La Corte
- Thindian
- Lilac Tree

Match Funding: Jason Stott match funding again this year but will have to be against raffle tickets as they aren't here on the day.

Information for the programme:**ACTION:**

- Plan for the centre of the programme
- Lucky Numbers
- Funds and funding sheet
- Agenda
- Refreshments price list
- Volunteers needed
- Join the PFA

Item Discussion

- **Competitions**

Poster: TK created the poster for the summer fair. Accepted by the committee.

Raffle Prizes - Confirmed

- Renaissance hotel – overnight stay for 2 Manchester
- iPad
- Sofia Ryan
- £50 Papa Luigis voucher

Committee decided to give it another week to see if anything else arrives before ordering the raffle tickets.

Stall holders - 3 Confirmed (as well as Charlotte Hughes - photo)

- Pampered Divas (Paid)
- Sweet Treats
- Lean & Green: Manager interested in Organising a Juice/Smoothie Bar. Waiting for the owners to get back from holiday to confirm. In exchange for a percentage of profits (15%).

Refreshments (Didn't discuss during the meeting)

- BBQ – **Gary Salters and Phil Davies will run the BBQ again this year.** KFC
- Corn on the Cob or corn dogs
- Cheese sandwiches
- Cakes
- Fruit: Strawberries, melon, grapes
- Drinks

The committee decided against having an ice cream van and will try to acquire a freezer and sell our own. **ACTION: AH to supply freezer and TK to ask for fork lift truck**

Welly Wanging: MUGA

Simon has left Chorley FM but has all the equipment for the entertainment.

Arena Order

Mrs Wrights Welcome

Choir

Fancy dress (all in the arena)

Jo Keay (2 slots): confirmed

Tug of War: Carl Fleming will run the event in the Arena.

Year 6 Boy Band

Item Discussion

Flic Flac gymnastics
TKD
Welly Wanging winners
Tag Rugby winners
Raffle
Sack Race

ACTIONS:

JP to schedule Fancy Dress Competition before May half term

Games:

Tag Rugby: **ACTION: SR to ask Becky Spragg if her husband will run the comp.**
Hobby Horse **ACTION: create obstacle course**
Lucky Shoehorse
Hook a Duck
Cactus Hoopla **ACTION: TK to make cactus with spike to go straight into the grass**
Tin-can alley **ACTION: TK to ask Hub for cans**
Pin the moustache on the cow **ACTION: TK to back the poster**
Panning for gold **ACTION: TK to buy Trays, sand and pie dishes**
Lucky dip: **ACTION decide what and how**
ACTION: TK to buy barrels: B&M Can use as props and bins

Emergency Services

Police Horses: Kate Brady

Blood Bikes: SR

Paramedics: LS

Props

Stocks (SR) **TK to ask teachers if they will do soak the teacher**
Back drop MUGA or gale end
Wild Wild West Signs: Front gates
USA Flags x 2: Front gates
SR suggested horse box
Sheriff Car Hunters Lodge? Given them business card awaiting reply
Horse and Cart??
Bales

ACTION: SR to enquire about Horse Box, Hay Bales and barrel

Item Discussion

SR suggested feather flags with the PFA logo on for the summer fair.

ACTION: TK to order feather flags

TK put out FB post to ask for props, raffle prizes etc

Selling

Cowboy Hats: £1.99 Party Delights

Little USA Flags £2.49/120

Bubble wands: **ACTION: TK bought 48**

Punch balloons: **ACTION: TK bought 50**



- 12 New reception parents evening on Thursday 6th June
TK ordered 60 book bags for reception.
TK ordered the magazine from Parent Kind

In the bag we want:

ACTION: TK to sort out the following paperwork

- **Lucky Numbers flyer with the form on the back.**
- **Business card**
- **Introduction letter**
- **Funds and Funding letter**

We also discussed certain businesses to put flyers in the bags. Could charge for putting them in. After school clubs etc

JP suggested that we have 10 minutes during Mrs Wrights speech to discuss what we do.

Set up uniform stall in the small hall

- 13 **MacMillan Coffee Morning**

MacMillan Coffee Morning to take place 27th September 2019.

TK returned RSVP to MacMillan. TK emailed JM to add to the diary. SR has got MacMillan accessories at work for us to use.

- 14 **X-Mas for schools**

Registered again for this year. Same timeline as last year.

- 15 **AOB**

- 16 **Next Meeting and Consecutive Meetings**

Tuesday 7th May: Bobbin Mill

Wednesday 15th May: Bobbin Mill

Item **Discussion**

Thursday 23rd May: Jo's

Tuesday 4th June: Bobbin Mill

Thursday 13th June: Jo's

Tuesday 18th June: Bobbin Mill
