

MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

Committee Meeting

28/03/19 8.00PM | Meeting called by Tracy King

Committee members

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

Apologies: Helena Royston (Secretary)

Item Discussion

1. **Minutes from previous meeting:** 14th March 2019

Action points will be discussed during the meeting.

AOB: Euxton PTA interested in hiring the popcorn machine for their events. Committee discussed lending it to them and they can decide weather they want to buy it or not.

ACTION: JK to discuss with contact

Beetle drive & car boot sale: Discuss later in the year when deciding the calendar

2. **Lucky Numbers Draw:**

March draw was done live. Lucky number 7 won. Jason Newman. He would like to be paid by cheque (£21).

ACTION: TK to chase payments.

Since the meeting Mr Ford, Michelle, Emily Etherington and Sam Holland have paid for their numbers.

TK received £12 cash from Sam and £6 cash from Michelle. Iain and Emily have paid via bank transfer.

3. **Treasurer Report**

Balance: £12,073.92

Transactions since last meeting:

Credit:

£12 LN Cook

£2 LN Taylor

Debit:

£96.95 Kitking (Spares)

£94.92 MPLC

£316.40 KitKing (to be refunded by Harry)

Item Discussion

4. Visitor passes/signing in and out

TK reminded all persons wanting a DBS will be added under the charity name.

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

Costs incurred will be taken from funds.

Safeguarding course

Please send the certificate to TK when completed.

ACTION: All committee members to complete DBS and Safeguarding course as soon as possible.

5 Uniform Sale

TK discussed having a uniform sale soon. We have decided to have a preloved uniform giveaway next week. Brookwood on Wednesday and Unity on Thursday.

ACTION TK to discuss with JW.

Since the meeting JW confirmed this was fine and a push notification would be sent to all parents next week.

6 KFC Meeting: TK discussed the meeting she had with Lynsey Galley at KFC on Tuesday 19th March.

Lynsey explained that they wanted to support the school in any way that they can. They would advertise under the business name of 1st Rate Investments and not KFC.

Examples include:

- Funding for the daily mile track (no discussion on how much)
- Funding other projects
- Food for events
- Running of the BBQ (as the workforce already have food hygiene certificates)
- Work with school to provide food hygiene training etc
- Manpower for our summer and Christmas fairs

For any funding TK to contact Lynsey.

For food donations TK to Ian at the store/email/text.

ACTION: TK to email Lynsey to ask if they will support the daily mile track.

7 Funding

Football Kit

TK created an order for the football kit and the spares. Delivery within 2 to 3 weeks.

Harry has been sent the invoice and will pay on delivery.

Daily Mile Track

Tk had a meeting with DCM & Matt on 28th March.

Points discussed:

- School need permission from LCC to lay the track as the school do not own the grounds
- DCM will spray the outline first and get approval from school before commencing work
- DCM discussed the process
- The materials etc will be delivered the night before to a secure area (probably the hard-standing circles) for health and safety reasons.
- Samples left in the office for CC and JW to look at
- Date for laying the track depends on LCC permission but hopefully before sports day in June
- Total cost of the track: £13 320 + VAT

TK in discussions with school to see how much Sports Premium funding we will receive and when. TK also to contact 1st Rate Investments to see how much they are willing to donate.

The committee are concerned that it will take a large bulk of the funds that we have available.

A decision was made by the committee, when we formed, that we would make sure that we would always have around £2000 in the bank to fund future events.

TK explained that she had discussed paying $\frac{3}{4}$ of the payment upon completion (£9,990) and DCM have agreed that the remaining $\frac{1}{4}$ (£3,330) could be paid at a different time.

TK also explained that the invoice would be sent to school, so we don't have to pay VAT. The PFA would transfer the monies to school.

The committee was adamant that until the funding for the last quarter was secure that we shouldn't go ahead with the work.

ACTION:

TK to contact MG to ask how much and when the sports premium money would be available

TK to contact Lynsey at 1st Rate Investments

TK to calculate how much funds have been promised elsewhere and feedback to the committee.

Item Discussion

Worship area: Received email from Iain last week. We will have another meeting when the daily mile track finances have been organised to see budget. School have sent a letter to Avant garden centre to ask if they could support with the greenery.

Residential: No update.

Year 6: TK got 2 vouchers from Dominoes, but they only equate to 2 large pizzas and 2 sides.

Leavers Books: I have received more photos for the book. Still waiting for info from MG and SK.

New funding request for year 5: approx. £200 for the coach

ACTION:

TK to start creating Leavers book

TK to email funding request form to Mrs Doherty

TK to create match funding letter to go home to parents

8 Events

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.

9 Easter Bingo

Easter Bingo taking place on Monday 1st April. Doors open at 6.00pm. First session will take place from 6.00pm till 6.45pm, 15 min break, second session from 7.00pm till 7.45pm.

ACTIONS from previous meeting

- 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: can't find a PowerPoint for bingo that is easy to upload. Bought a new one from Thomas and Anca with bigger balls.
- 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

TK and JP already bought line and house prizes plus large egg for the raffle and bits of tuck to sell.

Bingo Prizes:

- House: Chocolate bunny x 6 + carrot sticks £4.08 each
- Line: Haribo chick and mix Gift Box x 6 + eggs £1.55 each + eggs

Raffle Prizes:

- Giant 1KG egg £12.00
- Giant chick £9.99
- Crayola decorate your own egg £3.59
- Bottle of Baileys with bunny
- Easter craft hamper x 2
- Mallow chick
- Easter egg, wine, hcb etc hamper
- Plus more

Tuck Shop:

- 48 x Cadbury crème egg £17.99/48 = 37p each **SELL: 50p**
- 18 x Star wars eggs £3.59/18 = 19p each **SELL: £1**
- 110 x Milk Chocolate unicorn eggs £15.64/110= 14p each RRP 20p each **SELL: 3 in a bag for £1**
- 10 x Drumchick Squashies £7.79/10= 78p each **SELL £1.50**
- 12 x Smarties mini egg pouch £7.79/12= 65p each **SELL £1.00**
- 30 x Chocolate raisins bunny poop: split bags into 100g = 30 bags £8.99/30= 30p each sell for 50p **SELL: 50p**
- 5 x Carrot bags: 79p **SELL £1**
- 5 x Marshmallow lollies 59p **SELL £1**
- Strawberry Dippers **SELL 10p**
- 100 x Haribo bags **SELL 10p**
- 10 x Oreo packs **SELL 50p**
- Wagon Wheels **SELL 30p**
- Kit Kats **SELL 30p**
- Rice Cakes **SELL £1**
- 5 x Popcorn **SELL 50p**

Drinks:

44 x 500ml water 30p to buy sell: 50p each

16 x 330ml water 25p to buy sell: 50p each

15 x diet Coke: 33p to buy sell: 70p each

Tea £1

Coffee £1

Item Discussion

Set up as previous years with lunch tables and extra tables and chairs at the back
Bingo caller, bingo prizes and raffle near the PE door

ACTION:

TK to buy: 7 more marshmallow sticks

Cans x 24

Fruit Shoot x 64

Crisps

Bits for craft hamper

TK to count the bingo sheets

TK to get the PA System

TK to produce a Tuck Price List

TK to bag up chocolate raisins & unicorn eggs

JP to organise and hamper raffle prizes

JP schedule posts on facebook

AH & SR to get the float

10 **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
- DJ confirmed
- 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
- JP to number the tickets

11 **Summer Fair**

- Summer Fair taking place on Saturday 22nd June.

ACTIONS from previous minutes

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

Item Discussion

- 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 organising a game

First Aid: Chorleys Angels: confirmed**Refreshments**

BBQ

KFC

Corn on the Cob or corn dogs

Cheese sandwiches

Cakes

Tuck – Shaker cups, crisps

Fruit: Strawberries, melon, grapes

Drinks

Bouncy Castle: SJ Enterprises

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

Fancy Dress Competition: FB post to be scheduled before May half term

Photo station: Charlotte Hughes: confirmed

Welly Wanging: MUGA

Arena

Choir

Fancy dress (all in the arena)

Jo Keay (2 slots): confirmed

Tug of War: ask Carl Fleming if we could borrow rope

Welly Wanging winners

JK suggested Flic Flac gymnastics

Year 6 Boy Band

TKD?

Games:

Tag Rugby: Rugby Tots to organise??

Sack Race

Hobby Horse

Lucky Shoehorse

Hook a Duck

Cactus shy (cans)

Pin the moustache on the cow

Panning for gold

Lucky dip

Stall holders

Teepee Sleeppee

Pampered Divas

Sweet Treats

Lean and Green smoothies?

JK suggested balloon lady but think we will do them ourselves

Props

Teepee Sleeppee

Sheriff Car Hunters Lodge? Given them business card awaiting reply

Stocks (SR)

Horse and Cart??

Pallets wrapped as bales

Back drop MUGA or gale end

Wild Wild West Signs: Front gates

USA Flags x 2: Front gates

SR suggested horse box

Selling

Cowboy Hats: £1.99 Party Delights

Little USA Flags £2.49/120

Bubble wands

Punch balloons



Advertising

SJL

Raffle Prizes

Renaissance hotel – overnight stay for 2 Manchester

iPad

Sofia Ryan

Committee listed the businesses that we could contact:

- Hartwood Hall
- El Corte
- Costa
- Tesco buckshaw
- Tesco Chorley

Item Discussion

- Aldi Buckshaw
- Aldi Chorley
- Lean & Green
- Smokies BBQ
- Buckshaw Blinds
- Thindian
- Little Hong Kong
- Gym Works
- Lilac Tree
- Chic Happens
- Cheeky Monkeys
- Nana Jans
- The Astley
- Bobbin Mill
- Warhorse
- Harvester

Next Meeting: 23rd April at Bobbin Mill
