

MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

Committee Meeting

25/04/19 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

- Minutes from previous meeting:** 28th March 2019
Action points were discussed at the meeting in their own sections.
 - Lucky Numbers Draw:**
This will be done at our next meeting on April 30th April.
Cheque was made out to the March winner but this has not yet been cashed.
 - Treasurer Report**
Balance: £12,478.97
Transactions since last meeting:
Credit: Debit:
£12 LN Ford £100.00 Float (kept in tin)
£12 LN Etherington
£481.05 Easter Bingo

TK given cash to AH (TK received £12 cash from Sam Holland and £6 cash from Michelle.
TK received £51.99 from the uniform give-a-way)
 - DBS**
All applications in for DBS.

Safeguarding course yet to be completed by the committee.
 - Easter Bingo Review**
Takings: £481.05
Feedback from committee:
 - Good turnout. More people attended this year than any other year.
 - The raffle tickets sold better selling them with the bingo sheets.
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Item Discussion

- Tuck Shop also did better than last year as it was in the big hall where everyone could see it.
- Raised more funds than previous years.

Recommendations:

- Some people left after the raffle was drawn. This could be helped by selling a book to people if they want it instead of individual sheets. This may also keep them to the end.
- Raffle at the end of the night
- Don't have as many prizes at the raffle as it took a bit too long or make it flow quicker by getting someone else to draw out the numbers when choosing prizes.
- Tea and coffee only made £7. Maybe decide not to do it next year weather dependent.

6 Uniform give-a-way review

Donations Received: £51.99

Feedback from committee:

- The uniform give-a-way was a more of a success than last year. We have reduced the stock from 3 large boxes and 4 binbags to just over 2 boxes.
- Pre-orders worked well as we had loads of messages.
- People were very grateful and want us to do this more often.
- A lot of positive feedback.
- Discussed having recycling boxes for the uniform and shoes/pumps at both school at the end of term.

7 Funding

Funds already promised:

Year 5 trip: £200.00

Yearbooks: £612

Hoodies: Parents pay, may have a few pupil premium to pay for but this should be covered by extra cost.

Reception bags: £291.00

Year 6 Leavers Party: £?

Year 6 PGL trip £600 est.

Total: £1703.00

8 Football Kit

Football kit arrived. TK had meeting with HL on Wednesday 24th April. He is very pleased with the kit. TK left the kit with HL. Kit also shown to JW, CC and MG.

ACTION: TK to raise invoice for HL for the kit.

Item Discussion**9 Daily Mile Track**

Actions from last meeting

TK waiting for reply from MG with regards to sports premium money (how much and when it will be available)

TK contacted Lynsey at 1st Rate Investments for the £3,330. Awaiting reply.

TK emailed DCM to hold off till the funding is raised.

TK still waiting for MG to confirm that LCC are happy with us to lay the DMT and still waiting for how much Sports premium money we can have.

Total cost of the track: £13 320 + VAT

ACTIONS

MG to confirm LCC approval

MG to confirm Sports Premium

TK to inform committee of the decisions when they are made

10 **Worship area** on hold.

11 **Residential:** No update.

12 **Leavers Books & Hoodies**

TK drafted letter to parents to go out this week. This was accepted by the committee.

TK have received a few more photos for the book. Still waiting for info from MG, SK and JW

Leavers book created up-to date with photos.

TK emailed SPC with regards to sizing info. They haven't got any samples to send out for 9-11yrs and 12-13yrs asked for larger sizes.

ACTIONS

TK to photocopy and send out letters Friday 26/04/19

TK to continue creating the Leavers book

Events

13 **Spring Disco**

- Spring disco to take place on Monday 20th May.
 - Selling tickets W/C 13th May. Brookwood JK & GP / Unity TK & LS
 - Ticket price £2
 - 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.
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Item Discussion

- Any book bag monies to be returned once tickets sold
- JP to number the tickets
- Refreshments: Water or Orange
- Snack: Crisps, haribo
- Tuck shop on site
- Unlimited(ish) drinks
- Tuck shop available – whatever we have left in stock

ACTIONS:

AH to create floats for the discos

TK to buy drinks and snacks

JP to create the posters and tickets

JP to schedule FB post next week

14 Summer Fair

- Summer Fair taking place on Saturday 22nd June.

TK created match funding letter to go home to parents. Went out on the app Wednesday 24th April. No response yet.

ACTIONS from previous minutes

JK to ask businesses if they would sponsor the bucking bronco @£295

JK to contact rugby tots about organising a game

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:

Photo station: Charlotte Hughes: confirmed

ACTION:

TK to ask KFC if they pull out of the DMT

Programme:

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

Advertisements: SJL confirmed.

JK contacted Redrose, Slimming World, Gym Works and Cheeky Monkeys.

Item Discussion

ACTIONS:

JK to contact: Flying Pig and Hair on the Square

TK to email the list of companies below with the business letter.

- Cuckoo Gin
- Blackpool Pleasure Beach
- Hartwood Hall
- La Corte
- Costa
- Tesco Buckshaw
- Tesco Chorley
- Aldi Buckshaw
- Aldi Chorley
- Lean & Green
- Smokies BBQ
- Buckshaw Blinds
- Thindian
- Little Hong Kong
- Lilac Tree
- Nana Jans
- The Astley
- Bobbin Mill
- War Horse
- Harvester

JK and LS to contact companies directly to ask for the support.

Information for the programme:

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

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

Item Discussion

Raffle Prizes - Confirmed

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

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

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

- Teepee Sleeppee
- Pampered Divas
- Sweet Treats

ACTIONS:

JK suggested Lean and Green for a smoothie stand

JP to schedule Fancy Dress Competition before May half term

Refreshments (Didn't discuss during the meeting)

- BBQ – **ACTION: TK to ask Gary Salters if he will run the BBQ again this year**
- KFC
- Corn on the Cob or corn dogs
- Cheese sandwiches
- Cakes
- Tuck – Shaker cups, crisps
- 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.

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.

Item Discussion

Year 6 Boy Band
Flic Flac gymnastics
TKD
Welly Wanging winners
Tag Rugby winners
Raffle

Games:

Tag Rugby: **ACTION: SR to ask Becky Spragg if her husband will run the comp.**
Sack Race
Hobby Horse
Lucky Shoehorse
Hook a Duck
Cactus Hoopla
Tin-can alley
Pin the moustache on the cow
Panning for gold
Lucky dip

Emergency Services

Police Horses: Kate Brady
Blood Bikes: SR
Paramedics: LS

Props

Teepee Sleeppee
Stocks (SR)
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??
Pallets wrapped as bales

SR suggested feather flags with the PFA logo on for the summer fair.
ACTION: SR to send me the company which they have just used.
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 to buy 50**

Punch balloons: **ACTION: TK to buy 50**



15 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.

16 X-Mas for schools

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

17 AOB

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:

Lucky Numbers flyer with the form on the back. **ACTION: TK to order**

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

TK asked if we should get a roller banner and put it up on the night. It looks more professional.

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

Set up uniform stall in the small hall

18 Next Meeting and Consecutive Meetings

Tuesday 30th April: Bobbin Mill

Tuesday 7th May: Bobbin Mill

Wednesday 15th May: Bobbin Mill

Thursday 23rd May: Jo's

Tuesday 4th June: Bobbin Mill

Thursday 13th June: Jo's

Tuesday 18th June: Bobbin Mill

