

MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

Committee Meeting

15/05/19 8.00PM | Meeting called by Tracy King

Committee members

Tracy King (Chair) | Anna Hills (Treasurer) | Joanne Pollard (Events Manager) | Lisa Shaw (Secretary)

Apologies: Sarah Riggott (Vice Chair) | Julia King (Fundraising Manager)

Item Discussion

- Minutes from previous meeting:** 7th May 2019
Action points discussed during the meeting
- To our dismay, Helena has resigned from her secretary post due to personal issues. We would like to thank Helena for all her hard work and commitment for the charity. We will send a gift and a card in recognition to this.

- Treasurer Report**
Balance: 12.270.28

Credit	Debit
£45 Glamorous Glamping	£200 Year 5 Trip
£195.25 Hoodies	£21 LN April

- DBS**
All complete. Original DBS forms to be given to Jo Mc.

Funding

- New Initiative**
Stampstastic

Basically, stamps for uniforms. Every time someone put in the school code -which is the postcode-we get commission plus £22 voucher. (20% commission payments (-VAT) will be automated and paid out 3 times a year).

Stamps cost £10

Ink Pads £12

Free delivery

Committee decided to proceed with this initiative. 500 leaflets will go out in book bags in the last term including 90 in their donated book bags on the NRPE. Also discussed having a stall at the Summer Fair

Item Discussion

TK brought one for approval
500 leaflets been delivered to hand out in book bags

6. Football Kit

Photo shoot went well. Discussed with Matt to use for all competitions not just football.
Also gave black PE bags so that each kit is looked after.
Harry to pay invoice for £316.40.

7 Daily Mile Track

Matt had a PE meeting with JW and CC on Thursday. KFC discussed. They decided it would not be beneficial for the school to bring more media attention about the school and KFC.
School to fund the £3,300 deficit from sports premium and budget.

Still waiting for LCC to confirm that the work can be done.
Emailed DCM to update the situation.

8 Leavers Books & Hoodies

Only a few left to confirm. Hoodies order form and cash up to date. See sheet.
Emailed SK and MG to chase up the last few. Hopefully order forms can be processed this week. TK to give all forms etc. to AH to check and confirm information and payments.

9 East Lancashire railway trip (Year 5)

Funds transferred.

10 All other funding on hold till daily mile track work completed and funds transferred.

Events**11 Spring Disco**

Spring Disco taking place Monday 20th May at Unity Place. TK had a meeting with JW and CC on Friday to discuss best options going forward for the disco.

Timings agreed:

Reception: 4.30 till 5.15
Year 1 & 2: 5.30 till 6.15
Year 3 & 4: 6.30 till 7.15
Year 5 & 6: 7.30 till 8.15

Points of Action:

- TK contacted Simon if he will play more games with the younger ones
- Doors to be locked at the back of the hall
- Children use staff toilets: make sure they are cleaned
- Toilets to be manned as well as the door next to the toilets so the children cannot enter the rest of the school

Item Discussion

- Fire door and windows to be opened (and manned) if it gets too warm
- Drop off and pick up at the same time so that its easier for parents
- Contact the hub and Tiny Rockers with the new times and ask if they can drop off and pick up. Staff at the door to allow them in first.
- Give Jess at schools out the register so that she knows who is attending the disco.
- Need extra drinks available for each disco if the weather is hot.

TK and JK: selling tickets at both sites this week

Ticket sales 113 across the school so far.

Daily sheets and register completed.

Refreshments:

TK collected 400 blackcurrant fruit shoots from Tesco all half price.

TK and JP going to Hancocks Saturday morning to buy the rest of the tuck.

To buy: 200 bottles of water

Slightly larger Haribo packs

Another box of crisps (if needed) 220 in stock

Freddo

JP listed stock for the tuck. Maybe buy extra depending on numbers.

Not selling tuck in the reception disco but rest are fine.

Volunteers so far:

Set up: TK and LS

Reception: TK, LS, SR, AH, Katie Day, Paula Mason, Nicola Tipton, Gemma Lees

Year 1 & 2: TK, LS, SR, AH, JP, JK, Nicola Tipton, Gemma Lees

Year 3 & 4: TK, LS, SR, AH, JP, JK, Nicola Tipton

Year 5& 6: TK, LS, SR, AH, JP, JK, Nicola Tipton

12 New reception parents evening on Thursday 6th June

Book Bags: arrived

Parent Kind magazines: arrived

Stampastic flyers: arrived

Business Cards: More than enough

Lucky Numbers: A6 Flyers ordered

Letter emailed: Tk to make adjustments and then needs printing.

TK yet to discuss time on the evening for us to do a presentation.

Set up uniform stall in the small hall

13 **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: TK got price reduced to £250.

Photo station: Charlotte Hughes: confirmed

Rythmicality: Woody Meet and Greet

Programme:

Information for the programme:

Page	Content	Update
1.	Front Cover	Complete
2.	Advert (SJL)	With Harry
3.	TK blurb	Complete
4.	JW Blurb	Complete
5.	Programme of Events	TK to update the alterations
6.	Raffle Prizes	TK to update the alterations
7.	Competitions	Complete
8.	Summer Fair Map	TK to update the alterations
9.	Summer Fair Map	TK to update the alterations
10.	Football Kit Sponsorship (GMM)	For Harry to complete
11.	Lucky Numbers	Complete
12.	Join the PFA	Yet to do
13.	Advert (Glam Glamp/TDK)	½ page adverts complete
14.	Advert	Need!
15.	Advert	Need!
16.	True bearing	With Harry

TK to follow up on the following via email to ask for advertising or raffle prize

- Gymworks
- RedRose
- Little Explorers
- Keenans Estate Agents
- Subway
- NU Uniforms

Item Discussion

TK to message Tesco BV: Raffle Prize

Tesco Chorley: 150 buns and hot dog rolls

LS to contact for advertisement

- Thindian
- Chocobella

TK to print Business Letter

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.

Raffle Prizes - Confirmed

- iPad
- Renaissance hotel – overnight stay for 2 Manchester
- M1 Consulting
- £50 Papa Luigis voucher
- Sofia Ryan Hamper
- Glamorous Glamping
- Hair on the square
- Blackpool Pleasure Beach 2 for 1
- Healthy Living Hamper
- Tesco Buckshaw?
- Magnum of Prosecco

Decision was made to put the 4 top prizes on the raffle tickets

Stall holders

- Pampered Divas (Paid)
- Sweet Treats
- Tanya's Baking
- TKD
- Charlotte Hughes
- Crazy Kids Club
- Ruby and Blu

Item Discussion

Refreshments (Didn't discuss during the meeting)

- BBQ (serving ranch burgers and cheeseburgers, hot dogs and corn on the cob) – **Gary Salters and Phil Davies will run the BBQ again this year.**
- Drinks: Split the drinks between the BBQ and Fruit Bar
- Fruit Bar: Strawberries, melon, grapes.
- Ice Cream
- Tea and Coffee

Competitions

- Fancy Dress
- Tag Rugby- MUGA
- Sack Race
- Welly Wanging
- Tug 'o' War

Entertainment by Simon Presents

Special Guests: Woody and Jessie

- Face painting
- Nails
- Hair: Annalee

Asked Lisa Banks, Alex and Karen Morris: All said no

Emergency Services

Police Horses: TBC

Mountain Rescue: TBC

Arena Order

Welcome	12.00
School Choir	12.05
JSK Dance	12.10
Fancy Dress Competition	12.40
Woody Arrives	13.00
B4 Y6 Boy Band	13.05
Flic Flac Gymnastics	13.20
Tug o War	13.40
TKD	14.10
Woody Departs	14.30
Comp. Winners announced	14.35
Raffle	14.45

Item Discussion

Close 15.00

Games:

Tag Rugby: **ACTION: TK to ask JGT to run Tag Rugby**

Hobby Horse **ACTION: create obstacle course using tippees and fire props**

Lucky Shoe horse

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 (got 3 cans)**

Pin the moustache on the cow **ACTION: JP to back the poster**

Panning for gold **ACTION: JP trays, TK to buy sand and pie dishes**

Lucky dip: **ACTION decide what and how**

ACTION: TK to buy barrels: B&M Can use as props and bins

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

SR/AH to enquire about Horse Box, Hay Bales and barrel

TK to put on FB

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

SR to order feather flags

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**



ACTION: TK to create volunteer sheets to put in both offices.

Item Discussion

Roles and Responsibilities

Julia:

- **Fri: Set up the Arena**
- **Sat: Welcome the vendors and volunteers**
Organise the Arena
Raffle

Anna:

- **Fri: Organise transport of the freezer**
- **Sat: Ice cream/Fruit Bar/Drinks/Tea & Coffee**
- **Consolidate Finances**

Lisa:

- **Fri: Organise the tombolas**
- **Sat: Run the bottle tombola and make sure the others are running fine**

Jo:

- **Fri: Organise the games and BBQ**
- **Sat: BBQ and games**

TK:

- **Fri: set up marquees and organisation of resources**
- **Sat: Organise the fair**
Consolidate the finances with AH

14 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.

15 X-Mas for schools

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

16 AOB

Discussed the AGM: TK away from 10th to 24th September. Could have the AGM last week of September. Discussed having a session at Brookwood straight after school and Unity later that evening. Also discussed, videoing or FB live the session and putting it on FB.

Item Discussion

New starters: from September we discussed giving new parents/parents who start part way through the year a welcome pack.

Next Meeting and Consecutive Meetings

Thursday 23rd May: Jo's

Tuesday 4th June: Bobbin Mill

Thursday 13th June: Jo's

Tuesday 18th June: Bobbin Mill
