MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

Committee Meeting

03/09/19   8.00PM | Meeting called by Tracy King

Committee members

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

Item	Discussion

1. **Minutes from previous meeting:** 11ʰ July 2019: Apologies did not complete as I lost the notes.

2. **Committee members:** Julia King has resigned from the committee. We thank her for all her work for the endless years that she has been part of the PFA. LS to organise present.

3. **Treasurer Report** from 25th June

Balance: £14450.45
Matching Funding from Barclays: £1000 in school bank account

Transaction Description	Debit	Credit	
Uniform		£8.50	Uniform need transfer back to school
LN SARAH.TAYLOR (Aug)		£2.00	LN
WARD L E OLIVER GREEN 2445798104214270 01 401000 40			
26JUL19 08:08		£20.00	
LN SARAH.TAYLOR (July)		£2.00	LN
SIMON FIELD	£120.00		Year 6 Leavers Party
Uniform transferred back to school	£16.00		
TRINITY AFRICAN DRUMMING	£105.00		
JOANNE POLLARD EXPENSES	£67.25		
Uniform		£16.00	
LEANNE HOWELL LN winner June	£21.00		
TRACY KING EXPENSES	£92.34		

Item	Discussion			
	TRACY KING EXPENSES	£70.40		
	TRUE BEARING		£80.00	Summer Fair PRO
	SPC	£632.40	Leavers books	
	GREENMAN MARKETING	£270.00	Programme	
	TRACY KING EXPENSES	£379.16		
	TRACY KING EXPENSES	£33.59		
	TRACY KING EXPENSES	£580.51		
	JOANNE POLLARD EXPENSES	£35.00		
	STEPHEN KING EXPENSES	£57.10		
	GREENMAN MARKETING	£140.00	Programme	
	500046 29JUN19		£158.43	
	500047 29JUN19		£11.85	
	LONGWORTH S T/A SJ SJL HEATING		£80.00	Summer Fair PRO
	S TAYLOR LN SARAH.TAYLOR		£2.00	In

4. **Funding**

Daily Mile Track: Will be completed this half term. Awaiting actual date.

Year 6 Residential: to be paid in September: £600? This will come out of match funding. TK emailed school, awaiting reply.

Worship Area: I had a meeting with JGT, RH, IF and HW on 19th July. We came up with lots of ideas that yet need more research and costing.

TK to have a meet JW about this years' priorities for funding, dates for the diary and summer fair on 26th September at 9.00am.

5. **Events Review**

Leavers Party Review:
Need to send KFC a thank you letter.
The night was enjoyable for all.
Just juice or pre bought mocktails next year
Pre-pack sweets as this was chaos.
Safeguarding: need someone on the doors at all times. 2 youths (brothers of y6) tried to get in.
More kids next year therefore more volunteers.

Item	Discussion

6. **<u>Events this half term</u>**
Reception Picnic: ~~Sunday 8ᵗʰ September. Unity Place 1pm~~ Changed this to October as too short notice as they only start school on Thursday.

7. MacMillan Coffee Morning: Friday 27ᵗʰ September at Unity Place. 9.00am
TK stock check to see what we need.
Create event on FB
Put up posters, both sites.
JP to put FB posts asking for donations and reminders

8. AGM: Monday 30ᵗʰ September, Unity Place 6.30pm
TK invitation letter, Chairs report, stock check and PowerPoint
AH Finances

9. **Family Fun Day** (Reception Parents): Sunday 6ᵗʰ October 1pm-3pm SR to organise.

10. **Book Fair:** October 7ᵗʰ – 9ᵗʰ : TK emailed Scholastic to confirm dates.

11. **Movie Night:** Monday 14ᵗʰ October. Unity Place 4.30pm – 8.15pm

12. **Calendar 2019-2020. TK to produce a calendar to go home to parents.**
September:
Macmillan Coffee Morning: Friday 28ᵗʰ September Unity Place. Time:9.00am-10.30am
AGM: Monday 30ᵗʰ September Site: Unity   Time: 6.30pm – 7.30pm

October:
Family Fun Day (Reception Parents): Sunday 6ᵗʰ October 1pm-3pm
Book Fair: Monday 7thᵗʰ October and Wednesday 9ᵗʰ October
Movie Night: Monday 14ᵗʰ October. Unity Place 4.30pm – 8.15pm

November:
Ladies Night Christmas Shopping Event: Monday 11ᵗʰ November at Unity Place. &pm till 9pm
Christmas Fair: Saturday 30ᵗʰ November at Unity from 12pm till 3pm.

December:
Winter Disco: Monday 16ᵗʰ December at Unity 4.30pm – 8.15pm

Next 2 terms to be discussed at the next meeting.

AOB