

MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

Committee

05/10/18 8.00pm | Meeting called by Tracy King

Committee members

Tracy King (Chair) | Julia King (Fundraising Manager) | Sarah Riggott (Treasurer) Jo Pollard (Events Manager)

Apologies - Anna Hills (Secretary) Kate Maughan (Treasurer)

Minutes from previous meeting

Minutes from the previous meeting agreed

Macmillan coffee morning

Held at BW site on 28 Sept. Good turnout but didn't raise as much money as 2017. Set up was delayed due to Breakfast club.

Raised £185.09 and amount will be banked following week with receipt as proof.

Parent Donna Hopkins suggested a Morning Coffee Club once a week a BW. Maybe a Wednesday from 9-10am. Parents and PFA to help arrange and money raised to go to PFA funds.

Job Roles

Kate Maughan has announced that she is leaving the committee. This leaves a vacancy for treasurer and trustee.

Anna Hills was voted to be treasurer and offered to be a trustee for the charity.

Consequently, a vacancy for Secretary has opened which will be up for nomination at the AGM. We also decided that an assistant Secretary was needed so this will also be up for nomination at the AGM.

Sarah Riggott stepped down as a Treasurer also. Sarah was voted as Vice Chair as we currently do not have one.

Tracy King offered to support Anna in her role as treasurer for dual authentication of transactions.

Dates for events

Provisional dates are:

AGM	1 st November
Ladies night / fashion show	15 th November (venue tbc)
Book fair	15 th & 17 th October

Pudsey	TBC
Xmas fair	1 st December
Xmas Movie night	18 th December
Quiz night	25 th January
Movie night	15 th February
Easter Bingo	2 nd April
Spring Disco	23 rd May
Summer fair	22 nd June
Leavers disco	19 th July

New Recruits

TK met parent Alejandra Patrilli to discuss joining the PFA. TK advised to come to AGM for official signing up of new recruits. Other requests to join PFA include parents Katie Day and Ann Ferguson. Requested to have a meeting once a month held in school to attract newbies. Discussed having this first Tuesday of every month at 8pm. First meeting on Tuesday 4th December.

Stock Take

TK completed a stock take with the inventory total reduced considerably since last one.

Uniforms

All up to date except for those who wanted book bags with straps.

TK to post book bags in stock on fb page

Fleeces - too many age 3-4 fleeces and 5-6 too. Need to implement an offer. Suggestion is to wait for 2019 intake to promote.

Book Fair

Books are due to arrive on Wednesday and TK to make up an order form, these will be given out in book bags on Thursday for children to take home.

TK to ask Scholastic for stock list.

In terms of staffing for the Book Fair

Monday

BW JK 4-5.30pm

JP 5.30-7pm

UP TK with Lisa Shaw and AH

Wednesday

BW JK 4-5.30pm

JP 5.30- 7pm

UP TK with Lisa Shaw and AH

Requested for TA's to help at BW only for both days. JP to speak to Mrs Walton

Xmas4Schools

Forms to go out 12/10 and TK to check deadline.

AGM

Thursday 1st November 8.30-9.30pm at Unity Place (after dance class)

Cheese and Wine

TK to type up notice of AGM along with agenda, calendar of dates and forms.

Need to confirm roles and which roles are to be filled by new recruits.

Reintroduce Class Representatives at AGM too and put on forms

JK welcome

TK chair report

SR roles

KM Treasurer

TK questions

Fashion Show Ladies Night Thursday 15th November

Still unable to check with community centre what the situation is with our booking. TK to chase Monday and a decision needs to be made on the venue. Do we have it at school instead?

Christmas Fair Saturday 1st December

TK handed out details and its homework to think about games, events etc

AOB

Funding request – track quotes – TK outstanding

Magic Numbers – outstanding

JK to ask Jason Stott whether match funding went through? On next application, please process at PFA with PFA address and not schools address.