

MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

New Committee Meeting

02/11/2020 11am | Meeting called by Tracy King

Committee members

Tracy King | Karen Wardley |

Item Discussion

1. Minutes from 29/10/2020: True and correct record

2. The Role of the PFA:

The object specified in our constitution:

The advancement of education for the public benefit at Trinity C of E/Methodist Primary School, Bucksaw Village, Chorley by providing opportunities for parents and staff to work together in securing financial assistance for the development of the school's facilities and teaching resources.

Trinity PFA additional objectives:

- to provide a pathway for parents to be involved in supporting the school.
- to provide financial assistance for the development of the school's facilities and teaching resources.
- to stimulate an active interest in the life of the school,
- to promote a working partnership between parents, staff, pupils and the wider community,
- to work closely with local and national business partners,

The Association plays a significant role in building the community spirit of the school. The events and functions the PFA organise, provide an opportunity for parents and staff to work together to create a communal family.

In order to achieve our purpose, Trinity PFA will:

- Raise money from PFA events which are transparent, safe and well-managed.
 - Ensure all PFA profit is spent on improving the experiences of pupils at Trinity C of E/Methodist Primary School.
 - Ensure that all committee members declare any interests that conflict with the PFA purpose.
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3. Events:

- MacMillan Coffee Morning
- AGM
- Family Fun Day
- Book Fair
- Christmas Shopping Night/Ladies Night/Fashion Show
- Xmas 4 Schools
- Christmas Fair
- Discos x 2
- Movie Nights x 2
- Quiz Night
- Preloved Uniform Giveaways
- Easter Bingo
- Summer Fair
- Car Boot Sale
- Leavers Disco

4. Additional things I do:

Uniform:

- Order from supplier
- Stock control
- Run the shop via our website (Covid)
- Organise orders and deliver
- Provide settlement reports for school and treasurer
- School to organise uniform post Covid

Preloved Uniform:

- Collect, organise, advertise and redistribute FOC

Help school raise funding/sponsorship for new initiatives:

- Daily Mile Track
- Daily Mile Diamond Challenge
- Football Kit

Organise the yearbook and hoodies for year 6

- PFA fund the yearbooks
- Parents pay for the hoodies
- Design and create the yearbook

Item Discussion

5. New Committee
Chair: Karen Wardley
Vice Chair: Andrea Morrison
Treasurer: Robert Rimmer & Patrick Ativie
Secretary: Deborah Rimmer & Lorraine Cobban
Committee Member: Tracy King, Anna Hills, Jo Pollard, Sarah Riggott, Katherine Heyes, Lyndsey Dawson

6. Going Forward: Full Committee Meeting proposed Thursday 5th November 8pm
General introductions
TK and KW working together until handover complete
Charity Commission/Policies
Trustees
Ideas for Events

7. Questions from KW to TK
 - a) Who manages the website: TK manages the website and social media platforms.
Discussed:
 - someone taking on the role of Website and Social Media manager.
 - Facebook and Twitter accounts
 - Year Facebook accounts
 - Diplomacy
 - b) How do you get people to join the PFA?
Advertisements via social media, website and school app.
Volunteers Facebook page
 - c) Is the PFA a member of Parentkind?
Yes. Discussed the support network and Public Liability Insurance that Parentkind provide.
Also discussed other licences:
 - MPLC for the movie nights
 - Small Societies Lottery from the council for the raffle
 - d) In the Safeguarding Policy it mentions a Safeguarding Course. Who do the certificates go to?
Discussed:
 - Lancashire County Safeguarding Course FOC
 - Committee members are asked to complete Level 1
 - PFA hasn't had any safeguarding issues reported so far.

Item Discussion

- As discussed previously, committee members are encouraged to get a DBS. TK to organise this with each new member.
- DBS certificates go to JMc for school database.

e) Is the PFA registered for Gift Aid?

TK thinks so but will double check.

f) Welcome Video on the website doesn't appear.

TK to look into it. KW knows an IT person who can help.

8. Next meeting Thursday 5th November 8.30pm

Meeting ended at 12pm