

MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

Committee

23/05/18 8.00pm | Meeting called by Tracy King

Committee members

Tracy King (Chair) | Sarah Riggott (Treasurer) | Kate Maughan (Treasurer) Julia King (Fundraising Manager) | Jo Pollard (Events Manager)] Anna Hills (Secretary)

Apologies: | Kate Maughan (Treasurer)

Minutes from previous meeting

Minutes from the previous meeting agreed

Transfer of funds

There are two payments to transfer to the school fund, one for school uniform received direct by PFA and the other for the new building funding. Invoice and bank details now received.

Action: SR to transfer funds to school.

New building

The plaques have now been bought and Mrs. Wright is happy with them. It was agreed that we would put together a press release for the Chorley citizen and the LEP, using SR contacts.

Action: TK to put press release together.

GDPR

It was agreed that as a charity we don't need a separate policy in place, but we do need explicit consent from parents to use photographs of children. A draft of the consent form has been completed. We have not seen the schools GDPR policy, but we should be covered their policies as the work we do is on behalf of the school.

It was also agreed that we would put a statement together confirming we comply with GDPR regulations and we hold no information only photographs on the website, and that all personal details have been shredded.

Action point: TK to complete consent form

SR to put statement together

Time credits

This is a scheme where volunteers can claim time credits for the amount of time the volunteer for the PFA, as a way of encouraging more volunteers. Expression of interest has to be registered and there is a training course on 17th July.

ACTION: TK to complete the express of interest forms.

New Parents Evening

New parents evening is taking place on 7th June, PFA to serve refreshments and sell uniform.

Discussed welcome booklet: with the following information:

- Meet the PFA – including photos
- Facebook pages
- Twitter
- Website
- Welcome letter
- Summer fair poster
- New parents picnic poster
- GDPR information

The possibility of the PFA funding the new starters book bags was discussed, possibly too late for this year.

It was also discussed the PFA doing a small presentation to introduce ourselves this year.

ACTION: TK to ask for unit prices of the book bags.

Year 6

LH and CO are creating the **Leavers Book**. Need to confirm budget.

Mrs Kenyon will be sending a letter out to all parents for permission to access photos etc.

TK has passed all the leavers book samples to LH.

Hoodies

Decided to use NU uniforms: "Leavers hoodies will be £18.99 each and will include the school logo and personalised with all of the pupils' names inside a number 18 at the back."

SR suggested that we get a permission form from parents to use child's name on the hoodie. This will be added to the order form.

Samples have not been received yet.

It was discussed about the PFA helping families who couldn't afford the hoodies to buy one.

Party

Venue has been booked for 19th July, we have the room from 5pm till 8:15, so collection of children has to be 7:45 -8pm to allow time to clear the room.

The theme of the party is a beach theme with a cold buffet.

ACTION: Letters to go home to parents needs drafting, LH drafting letter for leaver book, TK drafting letters / order forms for hoodies.

Summer Fair

The banners arrived but were poor quality and had to be sent back, we will receive them back this week.

Action: - to be put up WC 4th June

Programme: needs completing by 8th June

- Nana Jans – still waiting for response
- Sunseekers – still waiting for response
- Botany bay – JK to follow up
- Subway – still waiting for response
- Aztec – still waiting for response
- Chinese dancers – full page
- Ruby & Blue -1/4 page free
- Filling factory -full
- Slimming world – ½ page
- NU uniform -1/2 page
- Redrose – full page back
- Lancs TKD -1/2 page

SR to follow up her 2 leads

Raffle prizes:

- Gym Works: 1-month free membership
- Tesco Buckshaw: Hamper
- Papa Luigis: £40 gift voucher
- Splash: Family swim plus goggles
- Preston NE: Tickets for 18/19 season
- Bolton: signed flag
- Official World Cup football: Lisa Shaw
- Champagne: Forbes solicitors
- Matalan still to confirm
- Puddletoen pirates family pass
- Redrose still to confirm – looking for £100 cash or to buy the Nintendo switch and donate

Forms completed for match funding by Jason Stott.

Raffle tickets to be handed out 15th June – it was agreed 2 people to collect at the end of the each week.

Arena timetable:

- **Arena - Proposal subject to change**
- Welcome to the Summer Fair by Chair/Compare 12.00
- School Choir 12.05
- Bake off Judging (cake stall) 12.15
- Lancashire TKD 12.35
- Bake off winners announced 1.00
- Buckshaw Chinese Dance 1.05
- Break - Music Played
- Buckshaw ATHELTICO (tbc) 1.30
- Chorleys Angels/Sea Cadets 1.50
- Haydocks School of dance 2.00
- Flic Flac 2.20
- Raffle Prize Draw 2.40
- Summer Fair Close 2.50

Arena performers:

School choir

Lancashire TKD

Chinese Dancing

Buckshaw vamp

Chorley Angels

Sea cadets and Buckshaw Athletico still to confirm

Stall vendors:

- Chorleys Angels
- Trophy Pet Foods: to offer a coupon in programme
- Lillian Rose
- Lancs TKD
- Gymworks
- Bodyshop
- Slimming world

Refreshments:

Agreed on 250 burger and 150 sausages, at same price as last year. Vegetarian option to be cheese and jam sandwiches.

Games / stalls:

- **Stall Fun/Games**
- Bouncy castles x 2 SJ enterprises - confirmed
- Five a side tournaments/goalie wall/balls in basins - mugger - 50p a go
- Kick Can Emoji world cup style - 50p a go
- Football table challenge winner stays on - 50p a go
- FIFA 18 Challenge (XBox)
- Bean Ball Toss - 50P a go
- Monster feet football skills - 50p a go
- Hook a duck/football - 50p a go
- Bottle Tombola or Wine/Water Game - decide ? - £1 a go
- Cuddly toy tombola - £1 a go prize every time
- Balloons & Novelties stall (bubbles & footballs & Flags) **SR to do flower balloons night before. TK to price up punch and bubble balloons**
- Glitter Tattoos stall - **£16.99 for 288**
- Nails stall
- Face Painters – **TK to check who did face painting at Easter community event**
- Fire Engine – **JK to find out who did this last year**
- Police Car - **JK to find out who did this last year**
- Carousel ride??
- Toddler slide/bouncy castle/ball pools/play pits
- Adventure play DO WE CHARGE?
- Mountain rescue – **SR to chase up**
- Blood bikes – **SR to chase up**

Discussed how best to run the tombola's, all ticketed or numbered from 1-24

Possibility of having a scholastics stall was discussed

Agreed to finalise volunteer numbers then finalise stalls and assign volunteers to stalls.

Layout: - to be discussed at next meeting

Risk assessment – to be discussed at next meeting

Notes from previous meeting

- **Brochure**
- Deadline is 11 June 18, actions for this, agreed to have 1000 printed better for bargaining with businesses
- WC - 21/05/18 - Try to follow up with a pop in visit of local businesses who have not responded or new businesses. JK & KM to follow up.
- WE - 25/05/18 - Send home brochure cover design competition to be actioned over half term and request these back by 4th June and judge to meet 11/06/18 print deadline.

- WC - 4/06/18 - have all stalls, games, vendors and arena timetable confirmed up so Map for centre pages can be produced.
- Try and recruit distributors for the 500 additional brochures to handout.
- **Promotional Campaign**
- JP needs to action posters for the summer fair, non - uniform day, competitions (Bake off) and (spot the ball) etc....
- WC - 4/06/18 summer fair posters will be put up on both sites/hub/tiny rockers/costa/tesco etc....
- JP needs to schedule a facebook campaign for each week leading up to the fair:
 1. 21/05/18 - ?
 2. 28/05/18 - Get sorting out those cuddly toys
 3. 04/06/18 - ?
 4. 11/06/18 - ?
 5. 18/06/18 - Non uniform information push
 6. 25/06/18 - Bake off and bakers needed!

Whats Happening

- **Stall Catering**
- Barbecue to be executed as last year but situated next to refreshments and cake stall. Needs 4 to run this, JP to ask Lorna and TK to ask Gary S.
- Cake Bake Stall 2 to run
- Refreshments and sweets 2 to run
- Ice Cream Van - need to confirm at next committee meeting who we are asking for this.
- Need to confirm if we need any other additional food vendors?
- **Stalls Vendors**
- **Chorleys Angels**
- Pet Food - GM parent of pupil - confirmed.
- Trinkets - Sophia/ Lauren's auntie?
- Beauty - Avon/tropics/Forever/Bodyshop
- Body - Just Float/Slimming World/?

ACTION:

- TK to me JW with update on the Summer Fair planning, ask if we can have the hall as well as outside. Request PA system and ropes/poles for the Arena.
- JP to confirm if Buckshaw Athletico can attend
- TK to follow up with all other arena proposals and ask choir at school
- TK & JK to follow up on above with added support from KM.
- TK to draft up competition page to go into school
- JP to action posters and format the spot the ball competition in form of a passport and order the card cut out balls.

- JP to source novelty prizes for games and monster feet/footballs for games
- JK to enquire about Fire Engine/Police
- If we confirm we are doing wine or water start saving screw cap bottles!
- JK & KM to try and tackle this with help from other committee members. JP to liase with Matalan. Follow lead of last years list in brochure
- JK to update on progression of this
- Book Ice Cream Van and ask above helpers.

AOB

Costco needs renewing

Parentkind needs renewing

Scholatics offered the PFA ½ price books for a mini book fair due to the success of the last one.

Mrs Wright does not want one, possibility to have a stall at the summer fair was discussed. TK to confirm with Mrs Wright.

Meeting Finished 10:45pm

Committee: Next Meeting: Tuesday 5th June at 8pm