

MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL PARENTS and FRIENDS ASSOCIATION

10/03/2017 8PM | Meeting called by Tracy King

In Attendance

Tracy King (Chair) | Julia King (Vice chair) | Kate Moss (Secretary) | Jo Pollard (Assistant Secretary) | Sarah Riggott (Treasurer) | Lisa Butcher (Assistant Treasurer) | Claire Butler (Publicity) | Angela Monaghan (Publicity) |

Apologies: Michelle White (Publicity)

Approval of Minutes

No previous minutes available – this was the first meeting of the newly formed PFA committee.

Committee Members

All members present introduced themselves, giving details of their child/ren, previous PFA involvement (if any), working background, strengths and weaknesses.

Roles and Responsibilities

Tracy King handed out documentation outlining the roles and responsibilities for each committee member. These are attached to the minutes for information – Appendix 1.

Objectives

A brief discussion around the objectives of the PFA took place. Following discussion, it was agreed that the example provided was sound in principle, but needed to be reworded to reflect our community and school so that it was meaningful and accessible.

ACTION: Revise the Objectives: (Tracy King)

Welcome letter and Challenge

It was confirmed that the welcome letter and logo design challenge had been circulated to all parents via the School. It was noted that we were slightly disappointed by the timing of it, immediately following the school newsletter, and at the same time as the Red Nose design challenge for Comic Relief.

Classlist

Tracy King discussed a new app that will hopefully bring the parents together making it easier to recruit volunteers for events.

Tracy King invited all committee members to try the new app and feedback their ideas. A summary document was circulated – Appendix 2

ACTION: Analyse feedback and discuss rolling out to whole school.

Website

Discussion deferred to next meeting.

Easter Bingo

Discussion took place to arrange the Easter Bingo event, which is taking place at School on Tues 28/03/17, 5:30PM – 7:30PM. It was confirmed that it was aimed at families, not just parents or children. The following was also agreed:

- There would be 2 games, starting at 5:30 and 6:45, with a break in the middle to allow for comings and goings and hopefully facilitate broader attendance.
- Games would be £2/sheet, paid on the door
- Basic refreshments would be available for sale
- Games to be arranged for interval to raise funds (e.g. heads/tails)
- Volunteers would be required to help set up from 4:30 following the conclusion of after school activities, as well as manning the door/selling sheets/organizing prizes/selling refreshments
- Caller to be arranged
- We would sell dabbers on the night to raise extra funds.
- Publicity would take the form of flyers and playground marketing – bunny costumes may be involved!

ACTION: Publicity team to draft poster for circulation

ACTION: Volunteers for each task to be confirmed in next meeting

ACTION: Refreshments to be decided and cost for each product

AOB - Issues for Mrs. Wright

It was noted from discussion that there were some key issues that needed to be raised with Mrs. Wright for clarification/confirmation:

- PFA storage arrangements
- Access/use of school site requirements
- Long term funding goals/priorities
- PFA fund/account balances
- Diary dates for Summer/Christmas fairs
- Classlist and links to Trinity app

All members were invited to ensure that any additional questions were brought to the attention of Tracy King.

ACTION: Tracy King and Julia King to arrange meeting with Mrs. Wright

AOB - Finance

It was felt that the PFA needed to set up their own account in order to operate effectively. It was hoped that this would facilitate analysis of each event so that we can see what works well, and what doesn't.

It was noted that further investigation into Charitable status was also required, as was investigations into being nominated for the supermarket token charity schemes as additional fund raising opportunities.

ACTION: Tracy King, Sarah Riggott, Lisa Butcher to arrange opening account.

AOB - Communications

Brief discussion took place to establish existing practice and possible enhancements to communications. It was noted that there are a number of key stakeholders that the PFA needs to communicate with, and that these all need to be reviewed and considered further. The key channels were identified as (in no particular order):

- Committee/subcommittee communications
- Parent communications
- PFA newsletters
- Staff engagement
- Wider community engagement
- Wider committee members/volunteers
- Social Media accounts
- Relationships with Mrs. Wright and the School Business Manager

ACTION: Further discussion required

ACTION: New PFA contact email address to be established

AOB - Storage

It was noted that further investigation into Charitable status was also required, as was investigations into being nominated for the supermarket token charity schemes as additional fund raising opportunities.

ACTION: Tracy King/Julia King to inventory existing cupboard/assets

AOB – Ideas/Topics for further discussion

- annual schedule of PFA events to be created, but timing of existing events to be reviewed – one event per half term?
- consideration of insurance requirements
- key funding objective to be identified for visual representation of progress (e.g. minibus wheel)
- visibility of PFA committee
- PFA hi-vis vests
- Class/year reps to be identified
- DBS checks for volunteers
- Costco membership
- Raffle prize committee
- Bag stuffing/publicity as revenue generator
- Supermarket token charity schemes
- September 2017 Reception parents – welcome evening/visit day/curriculum evening

All items to be revisited at future meetings as required.

Next Meeting

Thurs 16/03/17, 8PM, 9 Seaforth Crescent

Meeting finished at 11.45pm