

MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

Committee

06/12/18 8pm Meeting called by Tracy King

Committee members

Tracy King (Chair) | Julia King (Fundraising manager) | Jo Pollard (Events Manager) | Helena Royston (Secretary) |

Apologies - Sarah Riggott (Vice Chair) | Anna Hills (Treasurer) | Liza Shaw (secretary) |

Committee meeting

Minutes agreed from previous sessions.

TK- has got Charlotte Hughes stall money (£15), Lisa Shaw stall money (£15) and £10.00 from name the monkey

Meeting with JW and CC

TK had a meeting with JW and CC. TK discussed requirements for the fair. TK provided school with a copy of the risk assessment.

TK confirmed £716.95 was placed into school's bank account in September.

£360 is to go to Year One Brockholes trip requested by Mrs Walton.

Year two have placed a request for funding for a trip to the Lowrie. Coach cost is £540. TK suggested PFA could pay for the coach. £716.95 can be used to part fund and PFA to fund the rest.

Bike shed quote is £4863. TK has sent the funds request sheet.

The committee voted all in favour to accept the funding for the bike shed.

TK to post on fb once fund request form comes in.

School are to part fund the playground markings and equipment.

School and PFA to work together to promote healthy eating policy.

Review: Christmas Fair

Lots of positive feedback for the fair.

SR – said that this was the best fair yet. Feedback for BBQ, crafts and grotto was positive. Balloons were in a good location. Drinks were well laid out. SR felt choco cards were underpriced. SR ok for stock for next year.

AH – said that the raffle was in a good place and there was a steady stream of people through the door. Christmas stall also proved popular. AL suggested increasing the price of bottle tombola.

JP – felt the grotto was successful and ran smoothly. JP suggested having a more festive animal than a monkey.

JK – said that there was lots of positive feedback for the grotto. JK liked the design/layout of the fair. Sandra said please get glitter hair spray for the summer fair.

TK – said the photo lady was happy. Fair was too warm. Joanne to look into lowering the heating.

Miss Tissington, Mrs J and Miss Yates to be given a thank you gift.

School would like the PFA to support school with the healthy eating policy within reason at events.

Year 6 prizes could be pencils, books etc.

TK- has got a bottle of gin and a thank you for Eddie

Gary and Claire Salters to have prosecco and chocolates.

Possibility raised of doing a volunteers thank you night.

JK- is chasing up raffle prize winners. Everyone has been contacted by text or email to collect their prizes.

Points to be noted from school fair – how to make sure people don't go in places where you don't want them to be for next time. JK suggested sectioning off corridors with chairs.

Funding

MG – has sent a photo of a black and gold kit and purple for the football teams. The kit is coming from kitking at a cost of £275.75. Harry has been contacted.

Treasurer's Report

£4419.89 in the box at the end of the fair.

£355 of that was for the floats.

Stall holder fees and advert fees are to be added.

All expenses and totals for stalls is in a table produced by AH

£945.24 is the total expenses.

Next year we need to count how many bottles, boxes etc we have so we can work out what we should be taking versus actual takings.

JK – has a table of advertising and stalls funding.

AH kept keys to boxes

TK- kept funding boxes. Boxes were only opened at the bank after cashing up.

Still need to minus £410 for Harry.

Current balance £15964.06

Christmas Movie Night: 18th December

TK - £3.50 per child, popcorn, drink and sweets. Serve popcorn in paper cups. Sweets are snowman poop etc. Alternatives for allergy children. Pringles for anyone who doesn't like popcorn.

Arthur Christmas to be shown.

No parents except for children with special circumstances.

Sell a set number of tickets in playground. First come first served.

Aiming for 210 kids

AOB

Lucky Numbers – everything is printed and ready to go. That is to go in book bags next week. Joanne to send out via the app.

JK – suggested sending out reminders to parents throughout the month and JK named Lucky Numbers communication person.

Uniform – spares to go to Barnardo's after Christmas.

JK- suggested that we should put the calendar of events out there more often.

JP- suggested open meeting dates at school and setting a set night for meetings. Dates to be confirmed.

Burns night quiz – SR to be asked if she would like to do a family quiz.

JP – to do a folder of PFA instructions for the office staff.

JK suggested putting a calendar of events in the staffroom for staff to use.

Next meeting – sub committee tbc Wed am possibly