

## **Parents and Friends Association Meeting Minutes – 25<sup>th</sup> September 2017 @ 6:30pm**

**Attendees:** Tim Hallett, Nicki Kennedy, Jenna Parry, Sian Mullan, Alex Stimpson, Emer Lesova, Tanya Taylor, Michelle Doyle, Jo Doyle, Greggors Young & Mary Morgan  
**Chair:** Ana Andrade

**Apologies:** Suzanne Hazeltine, Michelle Baillie, Lindsey Hazell, Kelly Power, Kellyann McGovern, Ingrid Hollan-Eldrige, & Inna Orjola

### **Action**

#### **Financial Review**

Mary has produced a new cash flow forecast showing all commitments which is reconciled to the bank. This will be updated going forward.

We confirmed we will pay £4000 towards the playground markings. Total cost was £4500, with the balance being paid by the governors.

Please see cash flow forecast on the last page of the minutes for further details.

#### **Brought Forward Items**

Library System – Tim has confirmed the library system which the PFA paid for last year is now fully up and running and being used across the school.

#### **Upcoming Events**

##### **School Disco – 13<sup>th</sup> October – KS1 2-3pm, KS2 4:30-6pm**

Produce Tickets for the KS2 disco and update posters which should be distributed via Parentmail and displayed around school.

Ana, Sian & Michelle Baillie

##### **Early Years & KS1**

Disco will be held from 2-3pm, we ask for a voluntary contribution of £2 per child which will be brought in on the day. In return for the contribution children will be:

- Allowed to wear their own clothes for the whole day. Early Years & KS1 only
- Provided with a drink and biscuit at the disco
- Provided a toy to take home. Toys will be distributed by teachers at the end of the day.

Children with allergies will have a label on them so that we can ensure they are given a snack which is suitable for them. List of children will also be provided.

Tim

Teachers to bring the contributions for Early Years and KS1 disco to the hall and not give them to the office.

Tim

## KS2

Ask Mrs Webb to assist at KS2 disco as a first aider. If Mrs Webb is not available then Jo Doyle will act as first aider as she is a paediatric nurse.

Tim

Tickets for KS2 Disco will be sold after school for £2 each

9th October – Nicki & Tanya

10th October - Jenna & Sian

As we host different events where we are serving food, investigate food hygiene courses for a few PFA members.

Jo

Ensure risk assessment for both disco's are carried out

Obtain list of KS2 pupils in time for ticket sales & provide float for sales.

Ana  
Nicki &  
Mary

Purchase Toys for giving to Early Years & KS1 and toys to sell at KS2 Disco. Try and get flashing toys and inflatable toys.

Nicki

Purchase hot dogs, buns

Jo

Volunteer recruitment is going well via Facebook, we still have time to recruit the remaining volunteers. Ensure people know they are not allowed to bring siblings into school when volunteering.

Tanya

### Christmas Fayre – 1<sup>st</sup> December 4:30-7pm

Everyone liked the format of last year so will broadly repeat it with some new additions.

We will assign stalls to a PFA person, that person will be responsible for sourcing and purchasing for their stall. Purchases should be approved by Mary before proceeding.

Stall	PFA Responsibility
Secrets Room	Tim – 5 Teachers P/H
Chocolate Tombola	TBC
Bottle Tombola	Emer Lesova
Raffle	TBC
Refreshments/Cakes	Jo Doyle
Glow Stall	Nicki Kennedy
Meet Poppy - <b>New</b>	Kellyann McGovern
Lucky Dip	TBC
Sweets	TBC
Hot Food – Book Pizza Van	Nicki Kennedy

Decorate a Plate & Mug - <i>New</i>	Michelle Doyle
Tattoos	TBC
Sand Art - <i>New</i>	Tanya Taylor
Santa & Elves	Ana Andrade
Reindeer Food and Santa's Keys - <i>New</i>	Sian Mullan
Chapel	TBC

See if we can book the same santa as previous years and obtain costume.

Arrange for banners to be updated with Fast signs.

Purchase 320 chocolate Santa's for santa to give to children.

Find out if Pre-School would like a stall at the fayre

#### **Proposed Donation Schedule - TBC**

Week Commencing 6th November	<b>Secrets Room.</b> Please donate small gifts, such as chocolates, toiletries, socks, ties, candles etc. Please donate for Dad's as well as mum's
23 <sup>th</sup> November	<b>Bottle &amp; Chocolate Tombola.</b> On Thursday 23rd November children are invited to attend school in their own clothes in exchange for chocolates or a bottle for our tombola's. <b>KS1</b> are being asked for Chocolates. <b>KS2</b> for a bottle please.
Week Commencing 27 <sup>th</sup> November	Please bake or buy cakes and biscuits for the cake stall, donations of home made items to be brought on the day of the fayre please.

We ran out of time discussing the Christmas fayre so have arranged a Christmas fayre meeting after half term. During that meeting stalls/activities will be finalised and responsibilities confirmed.

Ideas to discuss from Suzanne Hazeltine include inexpensive games where kids can win sweets such as, Splat the xmas pudding, guess the babies – photo's of teachers, toss rings over santa. Tanya also suggesting looking at Jamboree nails as we will not be offering nails this year.

We will decide if we will have outside stalls once layout and activities are confirmed for this year.

Kelly

Nicki

Jo

Jo

Music – Paul Stanworth has been booked, need to confirm timings. See if the Choir are available to sing at the fayre.

Nicki

### **School Wish List**

Tim would like us to continue to fund Year 6 Graduation Books for 2018 leavers (Current Year 6) and the reception book bags for September 2018 intake.

No other official requests at this time. School may ask PFA for contribution of approx. £5k towards Air conditioning for classrooms, 3-4k obstacle course for playground or assistance with extending the kitchens approx. 5-6k. Requests TBC

If anyone has ideas for improving school which the PFA could fund requests are greatly received.

### **AOB**

Next PFA meeting 30<sup>th</sup> October 6:30-8pm

PFA Newsletter – Ana and Michelle to start working on a PFA newsletter, Tim is happy to support us in distributing via Parentmail and hard copy in book bags.

Ana &  
Michelle  
Ballie

PFA Cupboard Tidy – proposed date 7<sup>th</sup> October 10:30-12:30 waiting for school to confirm.

Tim

Reception Coffee Morning – We had 5/6 people attend the coffee morning, coffee morning seemed to go quite well.

PFA Area of website – The PFA area of the website is available but currently out of date. See if Ana can have access to the website to update the PFA area.

Tim & Ana

Second Hand Uniform Sales – This has been taken over by PFA and we have lots available, sell at xmas fayre for contributions, need to find/buy clothes rack for easy access to items.

Ana & Sian

## Cash Flow Forecast 25.09.17

<u>DESCRIPTION</u>	<u>INCOME</u>	<u>COSTS</u>	<u>PROFIT/LOSS</u>
<u>HISTORICAL EVENTS</u>			
Sports Day - Tea/Coffee/Pastries	140.51	35.92	104.59
Ice Lolly Fridays	796	343.5	452.5
Leavers Production Raffle	83	9.5	73.5
Leavers Production Tea/Coffee	58.75	9.48	49.27
 <u>COMMITMENTS</u>			
Mathletics		1000	-1000
Playground Markings		4000	-4000
Beebot Accessories		100	-100
Green Screen		180	-180
 <u>PENDING EVENTS</u>			
School Disco			
Christmas Fayre			