

Parents and Friends of St Francis

Meeting Minutes – 24th January 2018 @ 6:00pm

Attendees: Tim Hallett, Nicki Kennedy, Jenna Parry, Sian Mullan, Alex Stimpson, Emer Lesova, Michelle Doyle, Kellyann McGovern, Lindsey Hazell, Gregors Young & Mary Morgan **Chair:** Ana Andrade

Apologies: Jo Doyle, Suzanne Hazeltine, Tanya Taylor, Michelle Baillie, Kelly Power, Ingrid Hollan-Eldridge & Inna Orjola

Christmas Fayre Review

The Christmas fayre made £3068.40 profit. This makes it the most successful so far. The most profitable was the raffle at £1053.34 followed by secrets room £469.83, close behind was bottle tombola at £423.40. Christmas fayre in 2018 will not have decorate a plate/mug as it was felt it has had its day and we will look for new activities.

We will change Santa's gift and re-think the logistics of the secrets room (maybe two classrooms) as this was always very busy and had extremely long queue's.

Overall it was felt it was a very successful event, enjoyed by everyone.

Events for 2018

1. 5th February 2018 – PFA AGM.

All currently elected officials and committee members will stand down. They will be able to stand again for re-election or new people to stand for either an elected official or committee member.

2. 7th March – Travelling Trends *New Event*

Ladies only fashion evening. Doors will open at 7pm for 7:30pm start. We will charge £5 per ticket which will include a glass of prosecco. Prosecco will also be on sale for guests to purchase. Guests will be able to bring their own soft drinks and snacks. Hot drinks will NOT be offered at this event.

Obtain Alcohol licence from the council. Rather than single event license purchase annual to cover the Summer BBQ.

First posters will be sent out week of 5th February, marketing will ramp up after half term.

We will investigate online ticketing for this event. If It is successful we will implement online tickets for all PFA events. This will save parents having to queue after school to buy tickets.

Ensure risk assessment is carried out

Action

Sian

Ana

Ana, Nicki & Mary

Ana

3. 24th May – School Disco

Early Years and KS1 will have own clothes day. Disco from 2-3pm. KS2 disco will run 4:30-6pm. They will go home, change and come back for the disco as this worked well last time.

4. 22nd June – 7-8:30pm Quiz Night *New Event*

Doors will open at 6:30pm. A few members know of some quiz masters, book quiz master to host and provide questions. We will charge £10 per table (seating max of 6 people) attendees will be allowed to bring drink/snacks and decorate table if they wish.

Need to confirm prize – maybe £50 cash

5. 6th July – Summer Family BBQ 5-7pm

Look into some new events, obstacle course, zorbing etc

Ensure the middle of the field is cornered off for activities, tug of war, three legged race etc.

Seeing if Paul and his band are available

We will not do a raffle this year as people do not want to hang around until the end to see if they have won something.

Find costs for BBQ and Hog Roast for this year.

6. 19th July – Year 6 Graduation Disco *New Event*

This will be an event for Year 6 only. Ideally this will be free to attend but will need to be costed before confirmed.

Investigate the hire of Photo Booth

Order large pizza's from domino's as schools get discount

7. 7th December – Christmas Fayre

Save the date. Investigate the possibility of adding a firework display.

NB: Events for September 2018-December 2018 will be decided at a later date.

AGM Preparation

A draft constitution was sent prior to the meeting, feedback was to include that ALL elected officials of the PFA need to have a clear DBS check. We also need to consider adding child safeguarding element. The constitution will be implement alongside seeking charity status as we may find items will need to be added as a requirement of becoming a charity.

Alex &
Michelle D

All

Nicki

Nicki

Linzi &
Emer

As our income is more than £5,000 per year we need to seek/obtain charity status, a sub committee to investigate and implement was formed. The subcommittee will report back to the PFA on progress. The subcommittee consists of Nicki, Ana, Emer, Sian & Mary

Nicki, Ana,
Emer, Sian
& Mary

PFA Newsletter

This will be sent week commencing 19th Feb (After Half Term) it will include upcoming events, introduction of committee following AGM.

All & Ana

Year 6 Graduation Book

Leeann and Ana are making great progress on the graduation book.

Tim to provide a message to Year 6 which will be inserted into the front. This does not need to be done until after Easter

Tim

School Wish List 2018

1. School Kitchen

School are awaiting a response regarding funding for new school kitchens. If school receive the funding the PFA would fund raise for approx. £15,000 to contribute towards the development.

2. New Sound System for Hall

Look at new sound system and lights for the school hall, obtain quote.

Tim &
Marcin

3. Reception & Year 6 Funding Items

As agreed on 25.09.17 the PFA will continue to fund School book bags for Reception children and Graduation books for year 6 for 2018.

AOB

Next PFA Meeting will be our AGM 5th February @ 6:30pm

We received two comments through the Facebook page in relation to CGP books for Year 5 and Wearing slippers in school. Tim felt both these issues were not PFA related and we should ask parents to contact school directly.

Seek clarification if the green screen and beebot accessories have been purchased or if we can remove from school wish list.

Tim

PFA Cashflow Forecast 24.01.2018

<u>DESCRIPTION</u>	<u>INCOME</u> <u>(£)</u>	<u>PROFIT/LOSS</u> <u>(£)</u>
<u>HISTORICAL EVENTS</u>		
Christmas Fayre	5003.07	3068.4
Nativity - Refreshments & Raffle	346.36	344.56
 <u>COMMITMENTS</u>		
Beebot Accessories		-100
Green Screen		-180
Travelling Trends Deposit		-50
 <u>PENDING EVENTS</u>		
Travelling Trends Fashion Evening		