

**St Patrick's AGM & Autumn term PFA meeting**  
**Tuesday 3<sup>rd</sup> October 2017 at 7pm**

Present:

Fiona Chandley (chair & minutes), Jacquie Foote, Helen Skellett, Kelly Hutton, Scholarstica Moyo, Michelle Williams, Claire Hardwidge, Claire Sharkey and Bernie Watkins

Apologies

Tracy Lane, Oby Oguagwu

1. Welcome and introductions

Fiona welcomed everyone to the meeting and noted apologies from Tracy Lane and Oby. Fiona read out a letter of thanks which Tracy had sent into the PFA to thank them for all their hard work with fundraising for the school, this was much appreciated by the PFA!

2. Election of all office bearers – Chair, Vice Chair, Treasurer and Secretary

Fiona Chandley agreed to be Chair for the next year, Jacquie Foote the Vice Chair and Helen Skellett the Treasurer. Fiona agreed to continue to be Secretary, unless anyone else wished to volunteer.

**The above resolutions were passed by a majority voting of those present.**

3. Re-adopt the updated PFA Constitution for the coming year (attached)

Fiona circulated the updated PFA Constitution. The only amendments made were to change the headteacher's name and the date at the bottom.

**It was resolved to pass the updated constitution by a majority voting of those present.**

4. Christmas disco Thursday 14<sup>th</sup> December 2017, 6.30 – 8.30pm

Fiona will prepare some rotas and circulate in the staff room for volunteers in mid November. A planning meeting was arranged for Tuesday 14<sup>th</sup> November at 7pm (only PFA members are required for this meeting). Fiona noted that we have accurate details of what was sold at last year's disco to help smooth planning for this year. It was agreed that tickets would remain at £1/person, with under 3s free.

Claire Sharkey noted that on the school Events Planner the disco was listed as being on the 21<sup>st</sup> December – Fiona to advise Tracy of the changed date.

**Actions:**

- **Fiona to advise Tracy that the disco is already booked for the 14<sup>th</sup> December 2017, not the 21<sup>st</sup>**
- **Fiona to liaise with Lynn and get a letter re donations for the Christmas hamper to be sent out early November (after half term)**
- **Also ask Lynn to send out a letter for tickets for entrance to the disco to be sent mid November**

5. Film nights

We have just shown Boss Baby: £354 to bank and costs of £50.26, which makes a profit of £303.74. Excellent!

We had a discussion around whether to have a rota for helpers at film night as we had too many helpers at the last film night! Helpers need to be at school by 2.30pm on the day of the film night, in order to help cutting up the rolls, heating the hot dogs, etc. In the end, we decided that if you are able to help at a film night, PFA members should pay £2 for each child attending, to help increase our profits (instead of allowing children to attend for free).

**The above resolution was passed by a majority voting of those present.**

Jacquie had looked up a couple of possible films to show next, which are: Despicable Me 3 (to show on Tuesday 7<sup>th</sup> November) and The Emoji Movie (to show on Tuesday 5<sup>th</sup> December). Film nights are the easiest and quickest way to raise money so we are going to try to show as many as possible each term!

**Action:**

- **Fiona to check the above 2 dates are OK with Tracy**

6. Finance report

We currently have £2,679.98 in the bank. We need to reserve approximately:

- £300 for the year 6 hoodies (we pay for these around April/May time)
- £90 for the year 6 autograph books (we pay for these around April/May time)
- £195 for the Xmas disco man
- £250 - projected funds that we will need to buy food and drinks for the xmas disco
- The above totals £835, we like to keep around £200 in the bank so we have approx. £1,645 to spend

We agreed that the PFA would like to continue to contribute £10/child per class from FS2 to Y6, to help subsidise school trips. This will amount to around £2,200 – though these trips will be split up over the year and we don't have to fund them all at once.

**The above resolution was passed by a majority voting of those present.**

Fiona also noted that we have arranged for Sarah Piper (parent and school governor) to look over the PFA accounts on Thursday 12<sup>th</sup> October at 9am with Jacque and Helen. This is in line with the PFA Constitution.

## 7. Requests for things to fund

- Update on defibrillator – Fiona noted that Tracy was looking into the PFA being able to purchase a defibrillator through a grant, at no cost.

**Action: Fiona to follow this up with Tracy**

- Request from FS2 for a contribution of £5.39 per child for them to go to the pantomime to see Cinderella in December. We agreed to give FS2 a contribution of £5/child for this trip. This amounts to £150.00.

**Action: Fiona to advise FS2 that we will contribute a further £5/child for their summer term trip**

Claire Sharkey also mentioned that KS1 (years 1 and 2) are looking to go on the above trip too. Claire is going to phone the theatre to check availability and get costs. The PFA would be happy to contribute £5/child for this trip, with the remaining £5/child to be held back for their summer trip. This would amount to £290 for KS1 to attend as well.

**Action: Claire Sharkey to let Fiona know as soon as possible if KS1 are going to attend as well**

- Request from FS1 for a contribution of £300 towards making their reading area more special. They have initially requested some character bean bags to try and entice and lure children over to the reading area! The 4 beanbags they have requested come to £84, this will leave £216 for them to spend.

It should be noted that we don't offer FS1 the contribution towards a trip and that, in the past, we have bought them equipment and items requested for their unit, in lieu of contributing for a school trip.

**Action: Fiona to advise Angela Knott that requests for anything further they want to buy will need to be submitted with a quote in writing to the PFA for us to agree, prior to being ordered**

- Request from Pupil Voice for some playground equipment for both the infant and junior playgrounds. Request totals £423.64, which includes 2 storage boxes as well as all the requested equipment (ie. ball sets, hoola hoops, rings, skipping ropes, etc). We had a lengthy discussion about this and resolved to contribute £200 initially to Pupil Voice towards buying some of the playground equipment. We will look at giving them more money in either the easter or summer term, the reasoning behind this is that a). last year when we bought infants a lot of equipment, a large amount of it got lost or broken within a few months (quite a lot of things lobbed over the hedge into neighbouring gardens and onto the road, we suspect!) and b) it has been a long-standing ambition of the PFA to leave a lasting legacy of some really good playground equipment! ie. a slide, climbing frames, balance beams, tyres to jump through, etc. We would love to work with school to see how much setting up equipment like this on both the infant and junior playgrounds would cost, and set up about fundraising to pay and contribute towards this happening.

**Action: Fiona to discuss this further with Tracy**

- Request from Juniors for a contribution towards buying some more suitable and updated reading books. Again, we had a lengthy discussion about how best to progress this. We agreed an initial £300 towards buying some new reading books. We've already costed a box set of 15 x Roald Dahl books at £21.99 and a box set of 30 x Horrid Henry books at £22.99 from The Book People. Noted that you can pick up Harry Potter books cheaper at charity shops, rather than buying a box set.

**Action: Fiona to discuss with Tracy what her vision is for how she would like to develop the library at school... it was felt that a lot of the books in the communal library area are a bit dated and rarely used. Could this area be developed further?**

**All the above resolutions were passed by a majority voting of those present.**

## 8. Other items

Fiona shared an email which Oby had sent in, asking us to consider a Year 6 Leavers Prom. We discussed this but felt it wouldn't be something we would consider putting together for several reasons:

- a) it would only be open to year 6 children and the PFA like to arrange things for either the whole school, or all infants or all juniors (apart from the year 6 hoodies and autograph books);
- b) we have already committed to approximately £390 to contribute towards the year 6 leavers hoodies and autograph books;

- c) we don't normally arrange PFA events on Saturdays;
- d) in previous years, the parents of children in year 6 have arranged their own leavers disco, held at the community centre in The Meadows.

**Action: Fiona to thank Oby for her suggestion but advise that the PFA would not be progressing this suggestion**

Kelly mentioned the idea of a whole school Valentine's Day Disco, which is an idea carried over from last year. We discussed this and felt that this would be a fun way to fundraise, and we would run it on a similar basis to the Academy Trust disco which was held in October 2016. The disco would be held from 3.30 – 5.30pm and we suggested charging £2/child for the disco. Discussed that children could bring a further £2/each maximum to the disco and the PFA would sell soft drinks and have a tuck shop. Suggested dates for this were Thursday 8<sup>th</sup> February 2018 or Wednesday 14<sup>th</sup> February 2018. Obviously the latter date would be ideal, but it was noted this date is also Ash Wednesday and it might not be deemed appropriate to have a disco on this day.

**Action: Fiona to discuss with Tracy**

#### 9. Dates of next meetings

- Planning meeting for the Xmas disco: Tuesday 14<sup>th</sup> November 2017 at 7pm (PFA members only needed for this meeting)
- Spring term meeting: Tuesday 23<sup>rd</sup> January 2018 at 7pm

The meeting closed at 8.15pm.