

**St Patrick's PFA/AGM meeting**  
**Thursday 1<sup>st</sup> October 2015, 7pm**

**MINUTES**

Present:

Fiona Chandley (minutes), Jacquie Foote, Satia Binjie, Nick Benzie, Lucy Wilson

Apologies:

Preeti Bhondia, Claire Hardwidge, Vanessa Hewitt, Helen Skellett

1. **Welcome** - Fiona welcomed everyone to the meeting and introduced herself and Jacquie as the recently elected Chair and Vice Chair of the PFA.
2. **Contact details** - Fiona confirmed email addresses and mobile phone numbers for committee members present.
3. **Correspondence** – showed thank you letters from (last year's) Year 5 re African Garden; there are some more letters on the PFA display board in the corridor opposite the first entrance into the hall.
4. **Christmas disco** is arranged for Thursday 10<sup>th</sup> December 2015; planning meeting for this at 7.00pm on Thursday 26<sup>th</sup> November 2015.  
Nick asked if we could bring the disco forward half an hour, to start at 6.00pm instead of 6.30pm; also asked if we can liaise with Iain to disable the smoke alarms before the disco, as last year the smoke alarms were going off!  
Nick said he has asked all staff to be available to help out this night; Fiona confirmed that staff rotas will be done nearer the time; staff have already arranged cover for all film nights and PFA meetings for this academic year, thank you.  
**Action: Jacquie to phone the disco man to see if we can move the disco forward half an hour, to 6.00-8.00pm; also to confirm the price.**
5. **Film night dates:**
  - Wednesday 18<sup>th</sup> November – we are going to watch Minions
  - Wednesday 27<sup>th</sup> January 2016
  - Wednesday 16<sup>th</sup> March 2016
  - Wednesday 4<sup>th</sup> May 2016
  - Wednesday 22<sup>nd</sup> June 2016

Discussed that we now have a good format for Film Nights – bags are placed on chairs with crisps and a drink prior to children coming into the hall; these bags are then later used to put all their rubbish into; bags and coats placed around the side of the hall to keep them out of the way; hot dogs taken around by staff/PFA when children are seated. Film nights normally raise around £200, the children love them and it's minimal effort for the PFA, apart from the

initial rush. Discussed the new Nut Allergy Food Policy and we confirmed we would check ingredients when buying food.

**Action: Jacquie to buy Minions on DVD as soon as it is released**

6. **Room availability / coffee mornings** –Fiona confirmed that we can use the Community Room in the evenings, as long as we let Iain know in advance so as he can open up. It is possible that we could use the Community Room during the day too, if we give the Pupil Premium team advance notice as they also use this room for teaching during the day. Nick suggested that we work on getting involved with activities we already have in place, ie the FS Stay & Play sessions, the FS1 Christmas concert and the Year 6 Christmas Carol Concert, where he agreed that PFA members could attend to discuss with parents how they can get involved with the PFA. Discussed it would be good to have a leaflet to give to parents, which explains what the PFA offer, what it means to be part of the PFA, etc. Discussed a visual leaflet with photographs would work effectively.

**Action: Fiona and Jacquie to produce a PFA leaflet (ASAP and before the Year 6 Xmas Carol Concert!)**

7. **Craft dates** to make stock for Xmas disco have been arranged for Thursdays 12<sup>th</sup> November & 26<sup>th</sup> November at 7pm, in the Community Room at school.
8. **Easter chick** production and sales of chicks. Chicks to go on sale on Monday 7<sup>th</sup> March (Easter Sunday is 27<sup>th</sup> March); dates for chick stuffing are Thursdays 7<sup>th</sup> January, 21<sup>st</sup> January, 4<sup>th</sup> February, 3<sup>rd</sup> March at 7pm, in the Community Room at school.

**Action: Fiona will make sure Iain knows when the dates for Craft making and Easter chick production are**

9. **Family Fun Night** - Friday 1<sup>st</sup> July 2016, 6-8pm. Discussed that Fiona and Jacquie are going to try to get some good prizes which we can raffle off separately to the Tombola. Looking to contact Panthers, Nottm Forest, Notts County, local pubs and shops for prizes, money off vouchers, tickets, etc. Lucy said she will ask her husband if he could give us a free family ticket for the Pirate Golf where he works.

10. **Finance report** - we currently have £3254.96 in the bank, which includes a £20 donation from Natalie from face painting at family fun night.

Xmas disco man costs £195 (Jacquie to confirm cost).

The bouncy castle at last year's family fun night was £95 and even though we charged £2/child not much profit was made on this due to the outlay and so it was agreed that we will look at sourcing a cheaper person to supply this for next year.

Fiona confirmed she has asked Preeti to add Jacquie to authorised signatories.

**Action: Preeti to arrange for Jacquie to be added to authorised signatories for the bank**

11. **Requests for things to buy:**

- a. Annual donations/costs which the PFA pay for are: DARE £732; Yr 6 hoodies £195; Yr 6 autograph books £35.88. Satia proposed we continue to pay for these 3 items; Jacquie seconded.

- b. was a carried over request for umbrellas for snack tables in the juniors playground at £229-£295; no-one was sure who had requested these and it was felt these were no longer really needed as when it's sunny, there is shade provided by the trees. Satia and Lucy discussed the need for some shade in the infant's playground (although this is not something which the PFA would be able to afford).
- c. Carmel wrote a letter requesting a 30-litre urn at £79.00 & glasses at £30.91 from Espo, which will be used for serving mulled wine at this year's Christmas Carol concert. Discussed we could also use this urn for serving mulled wine at the Christmas Disco; total cost is £109.91, unanimously agreed that we should buy, proposed by Lucy and seconded by Nick.
- d. Year 3 wrote a letter asking if we could buy some KS2 Superheroes books at a cost of £99.00. These books will be used year on year; unanimously agreed that we should buy, proposed by Fiona and seconded by Jacquie.
- e. Year 5 wrote a letter asking the PFA to buy a deluxe storage box at a cost of £89.99, to store tools for their African Garden in. Again, this was unanimously agreed that we should buy, proposed by Satia and seconded by Lucy.
- f. The infants requested £100.00 to buy some new clothes and materials for their Christmas concert. Harriet Thomas is very good at sewing and has offered to make clothes if necessary. Everyone agreed that the current costumes are really old and in need of updating. Nick suggested that we give £200.00 so as to ensure they will have enough money to buy enough clothes and materials and not have to ask for more money another year. It was unanimously agreed that we should go ahead with this, proposed by Nick and seconded by Fiona.
- g. FS1 requested £50.00 to buy a planter, some decking and other materials so as they could make a planting area for plants, flowers, fruit & vegetables in FS1 playground. Everyone agreed this was a great idea and it was unanimously agreed to give this money, proposed by Jacquie and seconded by Satia.

Total costs for items a to g above is £1511.78.

**Action: Preeti to raise a cheque for this amount and pass to Lynda Harrison in the office with a breakdown of what this money is for.**

- h. It was discussed that the infants need 3 large boxes which they can put their cardigans, jumpers and coats into during outdoor play. One box would be left outside each classroom for children to put their clothes into if they want to take them off. Currently it is taking 5-10 minutes at the end of morning break and at lunchtime for staff to sort out whose clothes are whose as clothes are left on the benches and around the playground, this is wasting teaching time. It was thought £20 should cover buying 3 boxes and it was unanimously agreed to go ahead with this purchase, proposed by Lucy and seconded by Satia. Fiona gave Lucy the £20 cash from the face painting money to buy the boxes with, Lucy will submit her receipt as soon as she bought the boxes. Preeti, please note this!

Satia also discussed the need for more equipment for the infants to have to play with during lunch. She is going to discuss ideas of what we could buy, including a more permanent and stable storage area, and will submit quotes for the November planning meeting.

## 12. AOB

- a. Flora tubs4tablets – Fiona has put notices regarding this in each classroom. Not many vouchers have been sent into school yet, probably as the nearest Tesco is either in town or Compton Acres.  
**Action: Fiona to ask Pupil Voice if they can announce which class has sent in the most vouchers each House Assembly, to get more children excited about their class winning the mystery prize for sending in the most vouchers!**  
**Also to put a tally chart on the PFA board so children can see which class has sent in the most vouchers.**
- b. Nut allergy food policy – already discussed, a copy of the policy is in the PFA file and we need to remember to comply with this at each event we hold.
- c. Website – Nick mentioned that Lynn Tyson in the office is going to add a tab on the school website for the PFA to use – so watch this space!
- d. Photo of committee members – we had hoped to take a group photo of committee members to put on the PFA board, however we have deferred this as only 3 members present at the meeting.
- e. Charity status – Jacquie is looking into how to get our PFA registered as a charity. She has already made several phone calls and will continue to persue this matter!  
**Action: Jacquie to follow up**
- f. Bonus ball number – a lengthy discussion about how to proceed with this, as Maura Cotter (who has very kindly run the bonus ball for several years) has advised that from the beginning of October there will be 59 balls from which to choose, not the current 49. It is becoming increasingly difficult to sell all 49 balls and hard to get money off parents and carers as we do not see them regularly.  
After some debate, it was unanimously decided that we should close the bonus ball game as it stands at the moment, from the end of October.  
**Action: Fiona to ask Maura to send a letter out to all bonus ball participants to advise that the game would be finishing at the end of October**

It was decided that we would start a staff/PFA members only ball game, numbers would be sold to staff/PFA and a child would be asked to select the winning number after assembly each week. We could make this an exciting game for the children as well as the staff, the proceeds would be split 50/50 between the winner and the PFA. Fiona asked if Satia would be willing to run the new game and Satia agreed to do this, thank you Satia! We don't have a name for this new game yet.

**Actions: Lucy to mention in the staff room and ask for suggestions for what this game can be called**

**Satia to start the paperwork for the new game once a name has been decided upon**

13. **Date of next meeting:** Thursday 26<sup>th</sup> November 2016, 7pm, Community Room – planning for Christmas disco.  
**This meeting will be for PFA members only, staff are not required to attend this meeting.**