

St Patrick's PFA meeting
Thursday 4th May 2017, 7pm

Present:

Fiona Chandley (chair & minutes); Jacquie Foote, Scholarstica Moyo, Michelle Williams and Claire Hardwidge

Apologies

Helen Skellett, Kelly Hutton

1. Welcome and apologies

Fiona welcomed Scholarstica to her first meeting (mother of Clemence [year 5] and Crystal [FS2]) and everyone introduced themselves.

Apologies as noted above.

Fiona explained that no teachers had been invited to the meeting as we didn't have any available funds for them to spend!

2. Minutes of previous meeting (26.01.17)

The only outstanding matter is the possibility of us having a Bingo Night; this was discussed at some length and we have decided to shelve the idea for now, as it was thought there would be a lot of work involved in putting on a Bingo Night and relatively little profit would be made.

3. Correspondence received

Fiona was advised by Carmel Atkinson, via Adrian Francis (a consultant who visited our school to advise us prior to our recent RE Ofsted inspection), that as a PFA we need to have a licence to sell alcohol. Fiona & Jacquie have had a quick look into this, we will need to apply for a TENS licence (Temporary Event Notice) for the Family Fun Night, which costs £21. We will NOT need a TENS licence for the Xmas Disco or the Year 6 Carol Concert, as you don't need a TENS licence when you have a disco or live music, as this is covered by an entertainment licence.

Carmel has also asked if the PFA would put on a paying bar for Nick Benzie's Retirement Party which is being held at school on Wednesday 19th July. The PFA have agreed to do this. We will need a TENS licence for this event as well.

Action: Fiona to check if it would be viable to buy an annual licence which covers you for up to 5 events, or whether to buy individual licences when needed.

4. Review of Easter Chicks & sales

Profit of £309.83 made, a total of 408 chicks knitted (345 regular and 63 'bling'). One of our school cleaners Pat, who is one of our regular chick

knitters, also has a pattern for a snowman. She is going to knit one to see if we like it and if so, she will knit us around 50 to sell at the Christmas Disco.

5. Film nights

Great format for these now and a good way to make quick and easy money! Even if we only sell 50 tickets, we can still make £130 profit.

Had a quick discussion and we are going to put 'Sing' on, on Wednesday 24th May 2017.

6. Family Fun Night – 14th July 2017

Jo Cresham has said she will donate 120 burgers as in previous years.

Actions: Fiona to check with Jo that she is still willing to do this.

Fiona to ask Jayne if year 6 want to run some stalls (Fiona will do this after SATS week....!).

We will have our usual stalls: tombola, raffle for the larger prizes, craft, BBQ, bar, cakes/crisps, bouncy castle and the ice-cream van.

Fiona to ask Natalie if she wants to do face painting or have a stall to sell her other products.

Fiona to also ask Maura if she wants to run something, ie Where's Barnaby bear?

Michelle mentioned that Manuella's mother (FS2 child) had enquired about having a table to sell hair accessories at family fun night.

After a chat, we decided to offer Natalie and Manuella's mother a table at a cost of £5/table. That way, we make a small amount of money and it still leaves the sellers an opportunity to make a profit from whatever they decide to sell.

Michelle to let Manuella's mother know that she can have a table at family fun night for a £5 donation. Fiona to let Natalie know.

Fiona and Jacquie have also recently updated the BBQ and Bouncy Castle risk assessments with Nick Benzie to ensure we are compliant with everything.

Full planning meeting for this will be on Thursday 15th June 2017 at 7pm.

7. Requests for things to buy

Following a recent H&S course which several TAs attended, we felt strongly that our school should have a defibrillator on site. Fiona has discussed this with Nick Benzie and offered for the PFA to pay for half of this, as it will cost in the region of £1,200. Nick has emailed HR and it seems like they are in agreement with this.

Action: Fiona to follow up with Nick and school office to get one ordered ASAP.

8. Finance update

We are really pleased to announce that we have already raised enough funds so as to be able to pay school £1,890 to cover £10/child per trip!

We currently have £1,078.23 in the bank. We still need to pay for the year 6 autograph books, but are still awaiting costings for this – it is anticipated to be around £150.

We are also committed to paying £600 for the defibrillator. The rest of the money we have will be needed to buy food and drink for the Family Fun Night.

Sarah Piper has also agreed to look at the PFA finances during the summer term.

Action: Helen to arrange a suitable time and date to do this.

9. Date of next meetings

- Planning meeting for Family Fun Night: Thursday 15th June 2017 at 7pm
- Autumn Term [AGM] meeting: Thursday 21st September 2017 at 7pm