

St Patrick's Summer Term PFA meeting
Tuesday 8th May 2018 at 7pm

Present:

Fiona Chandley (chair & minutes), Jacquie Foote, Helen Skellett, Scholarstica Moyo, Michelle Williams, Bernie Watkins, Tracy Lane

Apologies: Kelly Atkinson, Claire Hardwidge, Claire Breeton, Hayley McWhinney, Clare Carter

1. Welcome and introductions

Fiona welcomed everyone to the meeting and noted the apologies. Hayley McWhinney (she has Joe Gould in FS1) had emailed the office to say she would like to become involved with the PFA but couldn't make tonight's meeting. Also Clare Carter, Sasha Hodgson's mother, from class 1 (Fiona forgot to remind Clare about the meeting but hopefully Clare can make the next one!). Fiona will add them both to the email distribution list.

Congratulations to Kelly on her recent wedding! She is on honeymoon this week and so cannot attend the meeting!

2. Minutes of previous meeting – 6th February 2018

The only item to follow up on is buying a defibrillator for the school.

Action: this is already on the agenda for tonight and will be discussed later in the meeting.

3. Review of Easter chicks and sales

We made an overall profit of £320. A note of thanks to all the knitters went out when we send the updated target sheet out a couple of weeks ago. Helen has agreed to continue knitting chicks for the PFA once Sophie has left St Patrick's – thanks, Helen!

4. Film nights

We will be showing Coco on the 22nd May and Early Man on the 12th June. Fiona will put up a list in the staff room to ask for staff helpers.

5. Family Fun Night – 13th July 2018

NB: post meeting we have moved family fun night to the week before, to allow for another school event.

Planning meeting for this will be on Wednesday 20th June at 7pm. Only PFA members need attend, Fiona will send an email reminder nearer the time.

Previously Jo Cresham has donated 120 burgers to the school.

Action: Fiona will ask Kelly to ask Jo if this is something she is still willing to do.

Action: Fiona to ask Tess if year 6 want to run some stalls (maybe run them like the fiver challenge?); we will also have our usual stalls: tombola, raffle for the larger prizes, BBQ, bar, cakes/crisps, bouncy castle, ice cream van, glitter tattoos.

Actions: Fiona to ask Natalie if she wants to do face painting; Manuella's mum if she wants to sell her hair accessories; Eric's mum if she wants to sell anything. Fiona to ask the office to send a letter out asking if any parents would like a stall. Fiona and Jacque to go out at half term to try and get some raffle prizes. If anyone else is able to get hold of some good raffle prizes, please do and let Fiona know!

Tracy suggested that we have a bottle tombola – we will have a non uniform day on Friday 25th May and ask children to bring in an unopened bottle (wine, shampoo, ketchup, etc) in lieu of £1 donations.

Action: Fiona to ask the office to put a letter together regarding this.

Action: Tracy said she will look into the risk assessments for the bouncy castle and BBQ and ensure they are up-to-date.

All of this will be discussed in more detail at the planning night.

6. Finance update

We currently have £3,344.89 in the bank. We still need to pay for KS2 trips (£1,200) & £5 towards FS2 and KS1 trips (£450) and £550 for the defibrillator. Anticipated profit of £600 from next 2 film nights = £600 which will be needed to buy things for family fun night.

This leaves us around £1,000 of disposable cash to spend.

Action: Fiona will emailk Sarah Piper and ask her to look over our accounts in September, before they are passed onto the new Treasurer.

7. Requests for things to fund

- a) We have been discussing buying a defibrillator for school for the last year. Tracy Lane has sourced a suitable one through the DofE website at a cost of approx. £550. **It was unanimously agreed to buy this.** Fiona to ask the office to buy and the PFA will re-imburse, as this will save us around £120 in VAT.
- b) Tracy sent a request for some safety banners regarding parking outside school. We had a look at the Signs 2 Schools website during the meeting and chose 2 appropriate banners to buy at a cost of around £110. **It was unanimously agreed to buy these.** Fiona and Jacquie to order these later this week.
- c) Year 6 sent a letter requesting some funds to help them redesign the KS2 playground. These include an outdoor speaker, a Bluetooth MP3 player, play leader bibs, a football goal target net and jumbo chinks. They also requested a giant connect 4, however Jacquie said there is one in FS1 which is rarely used which they could have, if we check with Angela Knott first. All the above came to £179.96 and **it was unanimously agreed to buy these.**

8. Carrying the PFA forward for the next academic year and beyond

Fiona explained that she would be stepping down as Chair at the end of this school year, as Rory will be leaving St Patrick's. Helen will also be stepping down as Treasurer, as Sophie will also be leaving.

Fiona was pleased to announce that Kelly Atkinson and Claire Breeton have agreed to joint Chair the PFA, and Fiona has agreed to shadow and train them for the first few months. They will take over this role at the Autumn term meeting.

NB Post meeting, Jacquie has said she will take on the role of Treasurer.

This just leaves the post of Secretary to fill. Please consider whether this is something you feel you could take on. The main responsibilities are taking the minutes of the 3 meetings each year, typing them up and emailing them out to everyone. Also ask around other parents you know on the playground and see if they would be interested in this role ☺

9. Date of next meetings:

Wednesday 20th June 2018, 7pm. Planning meeting the family fun night.

Tuesday 2nd October 2018, 7pm. Autumn term PFA meeting.