

St Patrick's PFA
AGM meeting
Thursday 13th October 2016, 7pm

MINUTES

Present:

Fiona Chandley, Jacquie Foote, Claire Hardwidge, Preeti Bhondia, Helen Skellett, Michelle Williams, Carmel Atkinson and Lucy Wilson

Apologies:

Kelly Hutton

Fiona thanked everyone for coming to the meeting and welcomed a new PFA member, Michelle Williams – welcome!

1. Election of all office bearers

Preeti has decided to stand down as Treasurer following a promotion at work which involves longer hours, although she said she was happy to continue to help out at events and come to meetings if she were able to.

Fiona Chandley agreed to be Chair for the next year and Jacquie Foote the Vice Chair. Nominations for a Treasurer and Secretary were asked for and Helen Skellett agreed to be 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.

2. The new PFA Constitution (attached)

Fiona had previously emailed this to everyone to read prior to the meeting.

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

3. Christmas disco

To be held on Thursday 15th December 2016, 6.30 – 8.30pm.

Planning meeting (for PFA members only) to be held on Thursday 10th November at 7pm. After this planning meeting, Fiona will prepare rotas for stalls and ask for staff to help out if possible. We have accurate details of what we sold at last year's disco, to help smooth planning for this year.

Actions: Fiona to liaise with Lynn in the office and arrange for letter re donations for Xmas hamper to be sent out early November and letter re tickets for entrance to disco to be sent mid November.

4. Next 2 film nights

The first one is on Thursday 20th October, showing the Jungle Book. Three members of staff have already agreed to attend, thank you. We have currently sold around 55 tickets.

We propose to show another film early/mid November, to show either Angry Birds or Finding Dory. Fiona to liaise with Pupil Voice to ascertain which film is the most popular. Post meeting Fiona agreed a date of Wednesday 16th November with Nick, to show the 2nd film.

5. Finance report

We currently have £2,521.31 in the bank. We no longer contribute £732 to DARE as this is now sourced through a free provider. It was discussed that we need to reserve:

- Around £300 for the year 6 hoodies and autograph books (awaiting exact costings)
- £195 to pay for the Xmas disco DJ
- £70 to buy new Xmas tree decorations for Pupil Voice for the Xmas tree in the hall – this was agreed at the January 2016 meeting
- Projected we will need £250 to buy food and drinks for the Xmas disco
- This all comes to £815.00, leaving £1,706.31 in the bank.

Fiona shared a spreadsheet listing all the contributions which the PFA had made in the last academic year of September 2015 to July 2016 (attached); this amounts to an impressive £3,627.84 – this will be displayed on the PFA noticeboard.

6. Requests for things to fund

Fiona and Jacquie said they would like to ensure that the PFA money is spent fairly and equitably across all classes. We had received requests from classes 6 and 3 to contribute around £10/child for school trips, amounting to approx. £350 per class. We calculated and agreed at the meeting that we should be able to afford to contribute this amount to every class to help towards the cost of school trips from classes 1 to 6, which amounts to £2,100.00 – although we don't have enough money to pay for these school trips at the moment, after we have generated money from various film nights, the Xmas disco, sale of Easter chicks, etc, we should be able to afford to contribute towards these during the Easter and Summer terms, when the various trips are planned for.

Action: Fiona to liaise with class teachers re what school trip they would like a contribution towards and then send a letter to parents to advise what the money is being spent on. Class teachers to ensure that it is clearly stated on the trip letter that the PFA have contributed X amount per child towards this school trip.

We also received a request from FS1 & FS2 to contribute towards 5 x coats for staff in FS to wear outdoors; 30 sets of outdoor clothing, so as every child in the FS unit has access to a set; and new blinds for FS1. This comes to £818.42 in total and it was agreed we would spend this money on the FS unit in lieu of funding any school trips.

We had a request for 20 new dictionaries for KS2 (classes 5 & 6), at a cost of £20/dictionary = £400 total. The current class 5 & 6 dictionaries will be passed down

to classes 3 & 4 and their dictionaries to classes 1 & 2, so all of Key Stages 1 and 2 will benefit from this request.

The last request was for a new 4 slice toaster for the staff room, this is used during SATS to run a breakfast club. Proposed price of £20 given.

The above requests were all passed by a majority voting of those present.

A cheque for £818.42 was raised to pay for the FS requests; Fiona to pass this to the office on Friday 14th October; another cheque for £400 was raised payable to J Cannell, who is going to order the dictionaries on Amazon, as this was the cheapest way to buy them. Therefore we now have £487.89 available as PFA funds, after keeping the £815.00 in reserve, as detailed above.

7. Any Other Business

- Fiona announced that the PFA have now invested in their own safe – it was agreed to buy this at the last PFA finance meeting held on 29th September 2016.
- Fiona also confirmed that the PFA had donated all of their £48 profit made at the Academy Trust Disco held on 30th September 2016, to the fundraising to build a new school in the upper east region of Ghana in the parish of Our Lady of Hope, Bunkpurugu.
- Fiona and Jacquie have updated the PFA leaflet (attached) with the new school and academy trust logos. Post meeting, Fiona has also added Helen's name as treasurer.
- We discussed other ways to raise money, other than the established events which we already hold.
Action: Claire agreed to look into holding another Bingo night in the Spring term and will feedback at the next meeting.
- We also discussed how else we can raise the profile of the PFA and engage more members. We agreed that at the FS Stay & Play session on Wednesday 14th December which is from 9.15 – 10.15am, the PFA would offer coffee and biscuits in the hall where we could talk to parents about what we do and try to recruit new members this way!

8. Date of next meetings

- Planning meeting for Xmas disco – Thursday 10th November, 7pm – PFA members only
- Spring Term PFA meeting - Thursday 26th January at 7pm