



**ST MARY'S PRIMARY SCHOOL – PARENTS & FRIENDS ASSOCIATION (PFA)**

**Minutes of the PFA meeting at St Mary's Primary School:**

**Tuesday 21<sup>st</sup> January 2025 at 5 pm**

	<b>Agenda Item</b>	<b>Action</b>
<b>1</b>	<p><b>Welcome and apologies</b></p> <ul style="list-style-type: none"> <li>- <b>Present:</b> Sarah Hall, Jenny Ashworth, Sarah Ballantine, Alice Gordon</li> <li>- <b>Apologies:</b> Emma Cocks, Sarah Shaw</li> </ul>	
<b>2</b>	<p><b>Actions from last meeting</b></p> <ul style="list-style-type: none"> <li>- The minutes of the last meeting were approved</li> <li>- <b>Action:</b> JA to speak to Shelley/Natalie regarding a DBS for EC</li> </ul>	<b>JA</b>
<b>3</b>	<p><b>Finance update</b></p> <ul style="list-style-type: none"> <li>- SB presented an overview of the income since September</li> <li>- The first fundraising term has been very successful, with a total of £3,385 raised; a further £500 is expected from Asda Cashpots in March/April, plus Match Giving</li> <li>- As the bank balance is looking much healthier now, the second half of the trip money has been handed over to the school (£1,260)</li> </ul>	
<b>4</b>	<p><b>Feedback on events held last term</b></p> <p><b>Wonder Bars:</b></p> <ul style="list-style-type: none"> <li>- The sale has been very successful and there was lots of enthusiasm for it</li> <li>- Some people said it wasn't clear when/where to pick up their prizes, some winners contacted the PFA via FB and this also worked</li> <li>- Quayside voucher has not been claimed and will go in next raffle</li> <li>- McMillan theatre tickets: the summer raffle is a better time to ask the theatre for a donation, as vouchers are usually for the Christmas pantomime and there was a very short timeframe to make use of the voucher</li> <li>- The card machine was a huge advantage</li> </ul> <p><b>Movie Nights:</b></p> <ul style="list-style-type: none"> <li>- Classlist did not prove to be a good platform for the tickets, as the exchange of tickets/dates has to be tracked manually and the open questions also proved a challenge.</li> </ul> <p><b>Action:</b> JA to look at alternative ticketing platforms</p>	<b>JA</b>



	<ul style="list-style-type: none"> <li>- There was a discussion about the amount of children per movie night, as lower numbers were much more manageable</li> <li>- There was a discussion around rules and expectations to be shared with the children before the movie</li> <li>- The popcorn bags were a great size and great value</li> <li>- Water bottles worked much better than paper cups</li> <li>- The register and dismissal via the classroom teachers worked very well</li> <li>- The speakers improved the sound quality a lot</li> <li>- The event was worth doing, a better time of year might be Autumn rather than Christmas (as there are already movies shown in class)</li> <li>- The licence is valid for 1 year (from Dec 24) so could be used again</li> </ul>	
5	<p><b>Events and ideas for spring/summer term</b></p> <p><b>World Book Day</b></p> <ul style="list-style-type: none"> <li>- Date: Thursday 6<sup>th</sup> March 2025</li> <li>- <b>Action:</b> JA to put a post on the helper's WhatsApp group</li> <li>- <b>Action:</b> SS/SB to put a post on FB asking for book donations</li> <li>- <b>Action:</b> JA/AG to put a post in the newsletter asking for book donations</li> </ul> <p><b>Bingo in collaboration with West India House</b></p> <ul style="list-style-type: none"> <li>- Needed for this would be a caller, bingo system, bingo books and prizes</li> <li>- There was a discussion around the type and length of the bingo, and whether it would be a family or adult only event</li> <li>- <b>Action:</b> JA to speak to West India House to determine options</li> <li>- Later in the meeting it was agreed that this would be an event for the summer holidays or the Autumn, as there are so many other events planned already</li> </ul> <p><b>Disco</b></p> <ul style="list-style-type: none"> <li>- Week before the May half term (note: Sports Day is on 21<sup>st</sup> May)</li> </ul> <p><b>Colour Run</b></p> <ul style="list-style-type: none"> <li>- Week before Easter holidays</li> <li>- SH suggested to make this event based on houses (four colours)</li> <li>- Fundraising ideas: sponsorship of the children, a charge to buy cups filled with coloured powder, a raffle, refreshments</li> </ul> <p><b>Year 6 end of year event – Alternative Sports Day</b></p> <ul style="list-style-type: none"> <li>- SH shared her idea of an event which celebrates the Year 6 leavers (as there will not be a summer fair)</li> </ul>	<p><b>JA</b> <b>SS/SB</b> <b>JA/AG</b></p> <p><b>JA</b></p>

	<ul style="list-style-type: none"> <li>- SH and Mr Trudgeon are suggesting an alternative sports day: The highlight being a Year 6 vs. Teachers football match, plus games like parent races, tugs of war, sack races, etc. Parents would be invited and refreshments would be sold by the PFA; maybe a stall to take bets for the parent races and a race against Mr Trudgeon (who has offered to do a long distance run during the event).</li> <li>- A raffle could be either held at this event or in conjunction with the Colour Run</li> </ul> <p><b>Choir – Summer Spectacular</b></p> <ul style="list-style-type: none"> <li>- SH shared her idea of holding a choir performance in the hall in the summer term; PFA to sell refreshments</li> </ul> <p><b>Action:</b> SH to determine dates for above listed events <b>Action:</b> JA to invite committee to exchange ideas and plan for above listed events</p>	<p>SH JA</p>
6	<p><b>Healthy lifestyle workshop funded by PFA</b></p> <ul style="list-style-type: none"> <li>- The committee discussed the possibility of funding a visitor coming in for a healthy lifestyle workshop. This would include assemblies for KS1 and KS2, classroom visits and water bottles for the children</li> <li>- The committee members agreed to pursue this further</li> <li>- <b>Action:</b> SB to find out further details regarding available dates</li> </ul>	<p>SB</p>
7	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>- SB mentioned that 6<sup>th</sup> June is National Doughnut Day (as an alternative to ice lolly sale?)</li> <li>- Parentkind booklets for new school starters have been ordered</li> <li>- JA mentioned that the PFA Welcome Brochure for new parents has to be moved to a new platform to save costs</li> <li>- The financial return for the school lottery was signed</li> <li>- <b>Action:</b> AG to send the return to County Council every 2 months</li> <li>- Next big fundraising project: a new trim trail for KS1</li> <li>- <b>Action:</b> SH to ask Mrs Dunstan for an estimate of the costs</li> </ul>	<p>AG SH</p>
8	<p><b>Summary of next steps/actions</b></p> <ul style="list-style-type: none"> <li>- JA to speak to Shelley/Natalie regarding a DBS for EC</li> <li>- JA to look at alternative ticketing platforms</li> <li>- JA to put a post about World Book Day on the helper's WhatsApp group</li> <li>- SS/SB to put a post on FB asking for book donations</li> <li>- JA/AG to put a post in the newsletter asking for book donations</li> <li>- JA to speak to West India House to determine Bingo options</li> <li>- SH to determine dates for the spring/summer events</li> <li>- JA to invite committee to exchange ideas and plan for spring/summer events</li> </ul>	



	<ul style="list-style-type: none"> <li>- SB to find out available dates for healthy lifestyle workshop</li> <li>- AG to send the lottery return to County Council every 2 months</li> <li>- SH to ask Mrs Dunstan for an estimate of the costs for a new KS1 trim trail</li> </ul>	
<b>9</b>	<p><b>Date of next meeting</b> To be confirmed</p>	
	<p><b>Meeting closed</b>  6:15 pm</p>	

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