



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

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

Wednesday 13th November 2024 at 5 pm

	Agenda Item	Action
1	<p>Welcome and apologies</p> <ul style="list-style-type: none"> - Present: Jenny Ashworth, Sarah Ballantine, Emma Cocks, Alice Gordon, Sarah Hall, Sarah Shaw - Apologies: Nicola Baxter, Jen Cheese 	
2	<p>Actions from last meeting</p> <ul style="list-style-type: none"> - The minutes of the last meeting were approved, no comments - No open action items 	
3	<p>Finance update</p> <ul style="list-style-type: none"> - SB presented the outgoings and income on the bank account since the last meeting. - Outgoings: TV licence £160; electric bill for Reading Lodge £1,489; 50% of trips money £1,260; Reading Lodge £12,500; - Income: Pre-loved uniform £100; Christmas cards £577 - New account total: £2,233 - Asda Cashpots is going well with over £400 generated and 2 weeks to go until 30/11/2024 - Clothes bank is competitive with 30p per kg (SB has made contact with the local business) - Match Giving: next one is lined up for our next event 	
4	<p>School lottery</p> <ul style="list-style-type: none"> - AG talked about the lottery which is now set up and 51 tickets sold so far. - The first draw is taking place on 16th November. - The aim is to sell more tickets and to advertise this further, amongst staff and parent community. - Task: Winners to be announced in newsletter and on FB (without name). 	AG/SS
5	<p>Christmas movie night</p> <ul style="list-style-type: none"> - JA presented the detailed planning for the movie nights - Two dates: 11th and 18th December from 3.15 to 5.15 pm – with a limit of 200 children on each evening, KS1 and KS2 together - Tickets to be sold online via Classlist - Entrance fee to include movie, 1 bag of popcorn and unlimited squash 	



	<ul style="list-style-type: none"> - Registration process and supervision: Staff is on site because of staff meetings on a Wednesday; each teacher will receive a list with participants in their class and do the register in their classroom straight after school; PFA to run the movie and supervise the children; teachers will pick up the children from the hall at the end and dismiss via their classrooms/usual pick up points - Film suggestion: The Star (U graded)– task: committee members to watch and feedback to JA - Entrance fee: £5 - 6-7 volunteers minimum needed per event (school leadership to do a talk with the children at the start about expectations/rules for going to toilet etc.) - Task: check DBS requirements for PFA helpers during movie night - Costs: Popcorn 45p per bag; licence: PTA discount £113 plus VAT for one year - Task: JA to apply for movie licence - Task: Put a 'Save the Date' for parents into newsletter 	<p>ALL</p> <p>JA</p> <p>JA</p> <p>JA</p>
<p>6</p>	<p>Wonder Bars</p> <ul style="list-style-type: none"> - SB and SS presented the detailed concept for the sale of "Wonder Bars" - Price: £2.50, costs: just over £1 per chocolate bar - Galaxy chocolate bar covers most allergies, No Mo bar to be sourced as an alternative for children who can't have milk - 10 Golden tickets which win the main prizes - Silver tickets can choose from a table with gifts - 50 Bronze tickets which win a Twirl chocolate (donated by Aldi) - Main prizes which have already been sourced: £50 voucher from David – Ballantine Wealth Management; 2 x £25 vouchers from Sarah B – Somerset Estate Planning; Quayside Trampolining Family Fun voucher; a toy donated by Risdons Solicitors; a voucher for Play Barn; a hair cut from Victoria Hair; a giant teddy from Balloons and Ribbons. - There was a discussion about the logistics of the sale: stalls after school (at least 2 tables selling bars, plus table with prizes) - vs. online pre-orders which are given out by teachers - Quantity: it was agreed to purchase 600 chocolate bars - Task: decide on the best concept and dates for the sale of the bars - Task: Purchase 600 chocolate bars 	<p>SB</p> <p>SS</p>
<p>7</p>	<p>EasyFundraising</p> <ul style="list-style-type: none"> - JA reported that the "Refer a friend" bonus went live last Friday and is available for two weeks - Task: Promote EasyFundraising and referral bonus in newsletter and on FB 	<p>JA/SS</p>



8	Christmas jumpers <ul style="list-style-type: none"> - It was suggested that Christmas jumpers could be sold via the office/reception; price: £2 large jumpers, £1 small jumpers - Task: Check with office staff if sale of jumpers is possible 	SH
9	Spring/Summer event <ul style="list-style-type: none"> - Colour run suggested for the summer term - Disco suggested for the spring term (after SATS) - Ideas how to create a task for the Year 6's without the summer fair 	
10	Summary of next steps/actions <ul style="list-style-type: none"> - Lottery winners to be announced in newsletter and on FB (without name). - Movie 'The Star': committee members to watch and feedback to JA - Check DBS requirements for PFA helpers during movie night - Apply for movie licence - Put a 'Save the Date' for movie night into newsletter - Decide on the best concept and dates for the sale of Wonder Bars - Purchase 600 chocolate bars - Promote EasyFundraising and referral bonus in newsletter and on FB - Check with office staff if sale of Christmas jumpers is possible 	AG/SS ALL JA JA JA SB SS JA/SS SH
11	Date of next meeting <ul style="list-style-type: none"> - After the Christmas break, date to be confirmed 	
	Meeting closed 6:20 pm	

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