



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

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

**Wednesday 8<sup>th</sup> May 2023 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, Alice Gordon, Jenny Ashworth, Sarah Shaw, Sarah Ballantine, Jen Cheese</li> </ul> <p><b>Apologies</b> – Aimee Cordioli, Emma Cocks, Louise Watts</p>	
<b>2</b>	<p><b>Previous actions</b></p> <ul style="list-style-type: none"> <li>- Spring Clearout Post</li> <li>- Disco music</li> <li>- Save the Date disco post</li> <li>- Online Booking System</li> </ul>	<p><b>SS</b> <b>MG</b> <b>SS</b> <b>JA</b></p>
<b>3</b>	<p><b>Disco</b></p> <ul style="list-style-type: none"> <li>- Online ticketing system – EXAMPLE SHOWN ONLINE</li> <li>- Entry and Exit system for children after disco</li> <li>- Helpers for Disco</li> <li>- First Aiders, Shelley, Natalie Kemmish, Emma Peek, Tracy Gill and Rachel Olley?</li> <li>- Refreshments, gingerbread for FS1 and KS1 check allergies</li> <li>- Squash – Aldi or Lidl</li> <li>- Facebook Post for Cups</li> <li>- Cups from Oliver M, McDonalds?</li> <li>- Games - Just Dance Projector KS2</li> <li>- Games – FS KS1 musical bumps and statues</li> <li>- Food - FS KS1 gingerbread, KS2 crisps and tuck shop</li> <li>- Post for disco with QR codes</li> <li>- Darren to get van in early to set up</li> <li>- Float</li> <li>- Tuck shop price 50p face book post</li> </ul> <p>Quiet room</p> <ul style="list-style-type: none"> <li>- Colouring sheets</li> <li>- Films to show for FS KS1 and KS2</li> </ul>	<p><b>JA</b> <b>SH</b></p> <p><b>SS</b> <b>SS</b> <b>JA</b> <b>SS</b> <b>Disco</b> <b>JA</b> <b>SS</b> <b>AG</b> <b>SB</b> <b>SS</b></p> <p><b>EC</b> <b>SH</b></p>
<b>4</b>	<p><b>Summer fair</b></p> <ul style="list-style-type: none"> <li>- Facebook Post</li> <li>- Confirming time of fair 4-6pm? 5-7pm?</li> <li>- Post for Volunteers</li> </ul>	<p><b>SS</b> <b>SH</b> <b>SS</b> <b>SS</b></p>



	<ul style="list-style-type: none"> <li>- Raffle Prizes Post</li> <li>- Teacher help at Fair</li> <li>- Discussion about games and instructions</li> <li>- Logistics about doing chips at fair</li> <li>- Uniform stall</li> <li>- Face Painting Miss Bennett</li> <li>- Lucy Hair décor for Fair</li> <li>- Art room, confirm activities Scratch art, sand jars</li> <li>- Soak Seal confirmed, increase price</li> <li>- New Banner designs</li> </ul>	<p><b>SH</b></p> <p><b>SS SB NB</b></p> <p><b>SH</b> <b>SB SS JC</b></p> <p><b>AC</b></p>
<b>5</b>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>- <b>Ice lollies start date 1<sup>st</sup> Friday after summer fair</b></li> <li>- <b>Free ice lollies for last day of term for year 6 celebrations Friday 19<sup>th</sup> July</b></li> <li>- <b>Year 6 Celebration PFA refreshments - TBC</b></li> </ul>	<p><b>SH</b></p>
	<p><b>Date of next meeting</b></p> <ul style="list-style-type: none"> <li>- <b>5<sup>th</sup> June 2024 5pm</b></li> </ul>	