



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

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

**Wednesday 6<sup>th</sup> March 2024 at 5 pm**

	<b>Agenda Item</b>	<b>Action</b>
<b>1</b>	<p><b>Welcome and apologies.</b></p> <p><b>Present:</b> Alice Gordon, Jenny Ashworth, Sarah Ballantine, Sarah Shaw, Jen Cheese, Aimée Cordioli</p> <p><b>Apologies:</b> Sarah Hall, Emma Cocks, Louise Watts, Nichola Baxter</p>	
<b>2</b>	<p><b>Actions from the last meeting</b></p> <ul style="list-style-type: none"> <li>- Overview of the last meetings actions, one action carried forward.</li> <li>- Suggestion of using the mugs and acrylic markers for an art activity at the summer fair (AG)</li> <li>- Social media post regarding Christmas Jumpers. Discussion around possibility of a social media post incorporating “Spring Clean” for donations of Christmas jumpers etc.</li> </ul>	<b>SS</b>
<b>3</b>	<p><b>Finance Update (Sarah Ballantine)</b></p> <p><b>Current balance of £10,173.91</b></p> <p><b>Income below</b></p> <ul style="list-style-type: none"> <li>- Clothes Bank £200</li> <li>- Lego Keyrings £200</li> <li>- Match Giving £1000</li> <li>- Christmas Cards £710</li> <li>- Carols by Candlelight £1800</li> </ul> <p><b>Expenditure</b></p> <ul style="list-style-type: none"> <li>- Little Oaks Shop/Café</li> <li>- School Trips £2500</li> <li>- School TV Licence £159</li> <li>- Little Oaks Christmas party £250</li> </ul> <ul style="list-style-type: none"> <li>- SB to create a poster to share on social media, details of what the PFA's funds have contributed towards to date.</li> <li>- SB to look into the possibility of opening a saving account as the interest earned would be worth it.</li> </ul>	<b>SB/SS</b>  <b>SB</b>
<b>4</b>	<p><b>Book Sale</b></p> <ul style="list-style-type: none"> <li>- Little Oaks nursery have started to sell books already</li> <li>- Book sale in the school hall for World Book Day tomorrow (7<sup>th</sup> March). Timetable has been provided by Mrs Dunstan to all class</li> </ul>	

	<p>teachers, to ensure all classes get the opportunity to buy books at their allocated time. Thank you to all volunteers for making this possible.</p>	
5	<p><b>Spring Term Events</b></p> <ul style="list-style-type: none"> <li>- SS has organised an Easter Competition. SS shared with the committee the details for both KS1 and KS2. There are three different options children can choose from.</li> <li>- <b>1. Colour an Easter picture (1 for KS1 and 1 for KS2)</b></li> <li>- <b>2. Decorate an egg, real or artificial</b></li> <li>- <b>3. Design an Easter Scene (Shoebox size)</b></li> <li>- There will be a winner from KS1 and KS2 for each category, plus one runner-up (12 prizes needed altogether).</li> <li>- Packs will be available to purchase from reception for £1 per entry.</li> <li>- Thank you to SS for continued hard work and commitment to the PFA.</li> <li>- Little Oaks will be doing Easter Bonnets.</li> </ul>	
6	<p><b>Raisins for Raising Money</b></p> <ul style="list-style-type: none"> <li>- SB discussed with the committee an idea of running a “Raisin Money” event. Each child will be given a little box of raisins, to eat and then fill the box with as many coins/money as possible. They can do chores around the house to earn money etc. and return the full box to school.</li> <li>- As there are many other fundraisers running before the Easter holidays, it was decided to postpone this fundraiser to the May half term.</li> </ul>	SB
7	<p><b>Colour Run</b></p> <ul style="list-style-type: none"> <li>- Wednesday 27<sup>th</sup> March 2024, time TBC</li> <li>- Children will run around the track and get covered in powder paint to raise money for Young Lives vs Cancer.</li> <li>- PFA will offer refreshments outside classrooms opposite the track. To use school urns.</li> <li>- Tea, Coffee, Hot Chocolate, Crisps, Biscuits and Squash to be available to purchase.</li> <li>- SS and JC to ensure there is sufficient stock of the above for this event ahead of the date.</li> <li>- Donations will be split 50/50 with the PFA and money raised from refreshments will go only to the PFA.</li> <li>- AG to organise the volunteers for the day.</li> </ul>	JC & SS  AG

8	<p><b>School Disco</b></p> <ul style="list-style-type: none"> <li>- <b>Tuesday 21<sup>st</sup> May</b></li> <li>- Katie was going to take charge of this event but was unable to attend today's meeting.</li> <li>- JA will make contact with her to confirm if she will still be available to do this.</li> <li>- JA to contact school office as the date for the disco is not showing in the school calendar online.</li> </ul>	<p>JA</p> <p>JA</p>
9	<p><b>Summer Fair</b></p> <ul style="list-style-type: none"> <li>- No external stalls at summer fair, agreed by committee.</li> <li>- JA will circulate the actions list to all.</li> <li>- Bouncy Castle: committee members agreed to go ahead with this weather permitting.</li> <li>- AG led discussion on raffle for this year, and the possibility of trying something new this year. Committee agreed to continue with the raffle.</li> <li>- JA to request a list of all local businesses that have recently donated prizes for Young Lives vs Cancer.</li> </ul>	<p>JA</p> <p>JA</p>
10	<p><b>Any other Business</b></p> <p><b>Reading Hut Launch</b></p> <ul style="list-style-type: none"> <li>- Discussion around launching alongside "Raisin Money" just before May half term.</li> </ul> <p><b>Year 6 Leavers Celebrations</b></p> <ul style="list-style-type: none"> <li>- SH mentioned the PFA may be asked to fund something towards the Year 6 leavers celebration. JA to confirm details with SH.</li> </ul> <p><b>Ice Lolly Sales</b></p> <ul style="list-style-type: none"> <li>- Discussion around reintroducing the sale of ice lollies after school as the weather improves. No dates were set.</li> </ul>	<p>JA</p>
	<p><b>Next steps/Summary of Actions</b></p> <ul style="list-style-type: none"> <li>- Social media post regarding Christmas Jumpers. Discussion around possibility of a social media post incorporating "Spring Clean" for donations of Christmas jumpers etc.</li> <li>- SB to create a poster to share on social media, details of what the PFA's funds have contributed towards to date.</li> <li>- SB to look into the possibility of opening a saving account as the interest earned would be worth it.</li> <li>- SS and JC to ensure there is sufficient stock for serving refreshments at the colour run.</li> <li>- AG to organise the volunteers for the day of the colour run.</li> <li>- JA will make contact with Katie regarding arrangements for school disco, confirm if she will still be available to do this.</li> </ul>	<p>SS</p> <p>SB/SS</p> <p>SB</p> <p>SS &amp; JC</p> <p>AG</p> <p>JA</p>



	<ul style="list-style-type: none"> <li>- JA to contact school office as the date for the disco is not showing in the school calendar online.</li> <li>- JA to circulate the Summer Fair actions list.</li> <li>- JA to request a list from school office of all local businesses that have recently donated prizes for Young Lives vs Cancer.</li> <li>- JA to confirm details with SH regarding PFA funding something for the year 6 leavers.</li> </ul>	<p><b>JA</b> <b>JA</b> <b>JA</b> <b>JA</b></p>
	<p><b>Date of next meeting</b> – 17<sup>th</sup> April (TBC)</p> <p>PFA email address: <b>bridgewaterstmaryspf@gmail.com</b></p>	
	<p><b>Meeting closed 6:15pm</b></p>	