



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

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

Wednesday 15th November 2023 at 5 pm

	Agenda Item	Action
1	<p>Welcome and apologies.</p> <ul style="list-style-type: none"> - Present: Sarah Hall, Alice Gordon, Jenny Ashworth, Sarah Shaw, Sarah Ballantine, Emma Cocks, Aimee Cordioli Apologies: Louise Watts, Jen Cheese, Katie Mouzoure - New Member Emmy Riddle 	
2	<p>Previous actions</p> <ul style="list-style-type: none"> - Raffle tickets, sell at Nativity? Check? - AG - Fundraising ideas, jumpers colouring etc - Complete - Confirm times for Carols by Candlelight – Complete - Actions sent to Jen – Complete 	AG
3	<p>Shortlist fundraising list</p> <ul style="list-style-type: none"> - Design Xmas jumper/socks colouring sheet – different key stages - Wacky hair day - Lap of track for teachers - Bingo boards in classes - 2 x book stalls AG to speak to Nursery Nicki and Reindeer food sale <p>The committee discussed these ideas and agreed that there was already a lot for parents to remember and fundraising initiatives planned so these ideas would be paused until next (calendar) year.</p> <p>Decided to do the 'design a' at Easter Trail idea – Mrs Dunstan fundraising for marathon Sweet cones – school fundraising for Mrs Dunstan</p>	AG
4	<p>Fundraising</p> <ul style="list-style-type: none"> - Lego bricks sale: £178 profit at the moment - Christmas card money to go towards PFA <p>SB was thanked for her work on the Lego bricks.</p>	



5	<p>CBC Site Visit</p> <ul style="list-style-type: none"> - 3.30 pm gates open to parents and visitors - £1 entry, kids free - Raffle ticket table - Walking entrance to main event - Lights at entrance and different areas, band stand, children's singing area on the mound, pathways - Pre-loved Xmas jumper stall and refreshments - Brass Band area 	
6	<p>Lighting</p> <ul style="list-style-type: none"> - 200m string lights acquired - Darren French electrician to help with lights? - Need to look into generator - Co-ordination of lighting - Decided to sort lighting Sun 10th before event (if possible) 	<p>MG SS ER AG/MG/SS SH to check ALL to help where possible</p>
7	<p>Social Media posts</p> <ul style="list-style-type: none"> - Xmas Jumpers Pre-Loved - Black Friday post – boost easy fundraising - Light request to parents and friends - Post to invite neighbours to event - Volunteers post - CBC post 	<p>SS</p>
8	<p>Food and Drink</p> <p>SB has taken a lead on this and presented her research / questions for the committee.</p> <ul style="list-style-type: none"> - Refreshments during and after - Licence for alcohol – done - Ask Nicki for Bookers discount - Tea/coffee/hot choc/mince pies/gingerbread men - Urns? - Cups - done - Cash only event – looking into card machine at a later date - Ballantine sponsor for food purchase – claps for DB - Mince pies x 500 at 50p; Gluten free x 24 - Gingerbread 50p Cookies 50p Pom Bears 50p Biscoff biscuits 	<p>SB</p>



	<ul style="list-style-type: none"> - Mulled wine bottles - 20 - Use left over fruit shoots from summer fair 50p 	
9	<p>Program of carols and readings, announcements</p> <p>JA / AG offered to pull the Order of Service together. SH to provide running order and carol words.</p> <ul style="list-style-type: none"> - Carols - Readings - Raffle -Quick – ? Private draw or quick read out! - Mrs Dunstan thank you's - CBC post for Parents/Grand-Parents/struggle to stand, chairs can be brought in and put on hard area 	<p>AG/JA</p> <p>SH</p> <p>SH</p>
10	<p>Actions for next meetings</p> <ul style="list-style-type: none"> - Rota of helpers at the event - Order of Service for parents and children, Sponsors on Program - Floats for stalls – food and drink and gate - Candle prices and purchasing - Raffle books order, to give out 27th November 2 weeks before - Dates for Spring term events - 	<p>JA</p> <p>AG/JA</p> <p>SB</p> <p>EC/SS</p> <p>AG</p> <p>JA</p>
11	<p>Finance Policy</p> <p>AG and SB presented the new PFA Finance Policy and explained the work that had taken place with the School Office to put it together. SB highlighted the key points to the committee, including the approval and claiming of expense.</p> <p>The committee approved the policy.</p> <p>SB explained that an agreement had been reached to add additional signatories to the PFA bank account. AG / SB proposed that the following be added as signatories to the bank account – Sarah Ballantine, Jenny Ashworth, Shelley Pitcher. SB to move this forward.</p>	<p>SB</p>
11	<p>AOB</p> <p>None</p>	
12	<p>Date of next meeting</p> <ul style="list-style-type: none"> - 28th November 2023 7pm West India House – To be confirmed 	<p>JA</p>