



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

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

**Wednesday 11<sup>th</sup> October 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, Louise Watts, Sarah Ballantine,</li> <li>- <b>New member</b> – Katie Mouzoure</li> <li>- <b>Apologies:</b> Aimee Cordioli, Emma Cocks, Nicola Baxter</li> </ul>	
<b>2</b>	<p><b>Report of Financial Costs</b></p> <ul style="list-style-type: none"> <li>- SB put together a visual of the PFA costs, in goings and outgoings</li> <li>- SB made contact with Lloyds TSB for Match Giving, Lloyds have authorised matching summer fair total (£500 )</li> <li>- SB updated Easy Fundraising total so far and amount of members signed up</li> <li>- SB updated members on amount of LEGO bricks keyrings ordered so far</li> <li>- Claps for SB</li> </ul>	
<b>3</b>	<p><b>Approval of spending</b></p> <ul style="list-style-type: none"> <li>- AG conversation about amount to go on Reading Lodge posters: £12,000, all members in agreement</li> <li>- AG conversation about cheaper alternatives discussed with Martin Gordon, but some of these won't have the level of health and safety regulations for schools, e.g. safety glass windows etc</li> <li>- Members agreed to using original supplier and getting some pictures of reading lodge being used as a reading lodge not BBQ hut for more realistic visual</li> </ul>	<b>SB/SH</b>
<b>4</b>	<p><b>Overview of Minutes from last meeting</b></p> <ul style="list-style-type: none"> <li>- Actions done</li> <li>- AG lights for Carols by Candle light Martin G, loops of lights and free cost to PFA</li> <li>- LEGO brick keyrings gone out to parents</li> <li>- Easy fundraising set up and social updated</li> </ul>	<b>MG</b>



5	<p><b>What is PFA</b></p> <ul style="list-style-type: none"> <li>- Actions put into place to make St. Mary's School achieve high standards, music class/ choir, offer sports classes, PFA team</li> <li>- PFA put into place to show parents team of people organising events for the school in an organised manner, showing professionalism and great image for the school</li> <li>- SH passed on high level of feedback from other teachers about PFA team</li> </ul>	
6	<p><b>Appointment of Officers</b></p> <ul style="list-style-type: none"> <li>- <b>SB</b> re-appointed as Treasurer</li> <li>- <b>SS</b> re-appointed for social media</li> <li>- <b>KM, SS, AG</b> sharing secretarial role</li> <li>- <b>AG JA</b> re-appointed as Chairs (sharing the load of work with other members) To support chairs 😊</li> </ul>	
7	<p><b>Events for Autumn/Winter term</b></p> <ul style="list-style-type: none"> <li>- JA started discussion about Makers Market dates and actions needed</li> <li>- AG list of makers/crafts from list at Summer Fair 20+names</li> <li>- After much discussion SH / JA wondered if Makers Market could take place at another time because of tight schedule</li> <li>- Members decided to have Spring Makers Market</li> <li>- Change event to Disco, Thursday date to be confirmed with SH</li> <li>- List of actions discussed for Disco, more structure, times for different key stage, nursery disco? Ask Darren to do disco, KM ideas for games at disco KS1, KM idea for tuck shop KS2, making important note for allergies within school</li> <li>- Discussion about disco alternatives for children with extra needs, film area, calmer environment</li> <li>- Carols by Candlelight discussion, Choir and other school children to be involved in the evening</li> <li>- KM offered to write a list of actions for the Christmas event</li> <li>- Hot/Cold drinks, Mince Pies</li> <li>- Date for Carols 11<sup>th</sup>/12<sup>th</sup> December (weather dependant)</li> </ul>	<p><b>SH</b></p> <p><b>KM</b></p>
8	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>- Easy fundraiser posters with QR code to be distributed in shops, laminated and put up around school and on school gates</li> <li>- JA Book Stall on Thursday 19<sup>th</sup> Oct. Float needed, discussed with SB, need to ask Shelley for PFA monies, AG raiding change jars</li> <li>- SS social media for Book Stall</li> <li>- SH dojo for book stall in playground</li> <li>- Discussed next meeting times and dates</li> </ul>	<p><b>JA/AG</b></p> <p><b>SS</b></p> <p><b>SH</b></p>



	<p><b>Date of next meeting</b></p> <ul style="list-style-type: none"><li>- 20th October after school drop off am. at Purplespoon to discuss future events, Carols by Candlelight, raffle prizes, tickets</li><li>-</li></ul> <p>PFA email address: <b>bridgewaterstmaryspfa@gmail.com</b></p>	
	<p><b>Meeting closed</b></p> <p>6:15pm</p>	