



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

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

Tuesday 19th September 2023 at 5 pm

	Agenda Item	Action
1	<p>Welcome and apologies.</p> <ul style="list-style-type: none"> - Present: Sarah Hall, Alice Gordon, Nichola Baxter, Jenny Ashworth, Sarah Shaw, Emma Cocks, Sarah Ballantine, Sarah Shaw, Martin Gordon (briefly) - Apologies: Louise Watts, Jen Cheese, Aimee Cordioli 	
2	<p>Feedback from Summer fair</p> <ul style="list-style-type: none"> - NB suggested that we cook food in stages next time to reduce waste. - NB also commented that the quality of the food was good. - AG suggested we half the food next time. - AG said that the alcoholic drinks weren't bought. - SH suggested we find a card reader of some point as many people have card and not coins. - SH said that we could look to increase the amount of tombola prizes as they went very quickly. - EC said that the teddy tombola turned in to a 'buy a teddy for £1' - JA said that there were many raffle tickets sold at the actual fair. As a result, recommended that two people are definitely needed for that job. - It was reported that the Y6 stalls went well but maybe we could look at the types and amount of prizes available next time. - It was suggested that the Y6's could inform the PFA what sort of prizes they would like to use and that the PFA could help in the buying of these. - SH said that she messaged the Y6's on Dojo to say well done. - AG said that it was a positive move to have internal stalls only. - 	
3	<p>Approval of spending (school trips and nursery shed)</p> <ul style="list-style-type: none"> - There was lots of discussion about how much is provided for each class. - It was suggested that £250 per class are allocated for trips (including Little Oaks' Christmas party). - NB spoke about the nursery shed and the PFA agreed that would be a good addition to Little Oaks. - SH informed the PFA that the school would like a reading lodge. 	MG

	<p>MG said that you are able to get these cheaper at some distribution centres. He was going to have a look.</p> <ul style="list-style-type: none"> - PFA talked about having a live and visible cash builder showing how much we need to get to the target. 	
4	<p>Events for the autumn/winter term</p> <ul style="list-style-type: none"> - Open mornings Tuesday 3rd October – 9.30am and Thursday 5th October 2pm. SH asked if the PFA could be present. - SH spoke about the hope of a makers market which would be held outside. It would be on a Saturday in November between 10am – 2pm. JA to look at possible dates. - SH said about the last week of school (before Christmas) for there to be a ‘Carols by Candlelight’ event. The Choir would sing and the possibility of a raffle? - SH wondered if anyone had any lights. AG was going to ask MG - Proposed dates were Monday 11th December with Tuesday 12th December as a backup. - There was a suggestion of a Valentines disco. 	<p>JA</p> <p>AG</p>
5	<p>Planning of AGM</p> <ul style="list-style-type: none"> - AGM to be decided – Possibly Wednesday 11th October 5pm. - There was discussion of it not being called an AGM so that it didn’t put people off. 	
6	<p>Shed to be sorted out</p> <ul style="list-style-type: none"> - AG said that a number of people would be needed to sort the shed. - AG to create a poll on PFA WhatsApp to see which date is most popular. 	AG
7	<p>AOB</p> <ul style="list-style-type: none"> - SB said about a company, Fab bricks, who create named keyrings for £3.75. For every one sold £1 is given back to school. SB to look at getting flyers to be sent home. - JA said she will look into setting up an account with EasyFundraising online – this organisation raises donations for free if online purchases are made through their App. 	<p>SB</p> <p>JA</p>



8	Date of next meeting - 11 th October at 5 pm. PFA email address: bridgewaterstmaryspf@gmail.com	
	Meeting closed - 6:30pm	