



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

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


Monday 15th May 2023 at 5 pm

	Agenda Item	Action
1	<p>Welcome and apologies</p> <p>Present: Sarah Hall, Alice Gordon, Louise Watts, Sarah Shaw, Martin Gordon, Jen Cheese, Aimée Cordioli</p> <p>Welcome: Nicola Baxter, from Little Oaks Nursery</p> <p>Apologies: Jenny Ashworth, Sarah Ballantine, Emma Cocks, Anna Zubatenko</p>	
2	<p>Actions from the last meeting</p> <ul style="list-style-type: none"> - Overview of the last meetings actions, all actions complete. 	
3	<p>Feedback on Coronation event / ice lolly sale</p> <ul style="list-style-type: none"> - Ice lolly sale went very well, it was agreed that we will have another sale on 26th May after school. (Last Friday before half term) - Committee discussed possibly having two stalls, to avoid very long queues. - Bookmarks were very well received, but feedback was that not all parents knew they were from the PFA. SS to do a Facebook post to let parents know. 	SS
4	<p>Future ice cream / doughnut sales</p> <ul style="list-style-type: none"> - Committee agreed to keep the next ice lolly sale the same as the last one. Selection and price. - SS to investigate getting a banner donated/sponsored, for future sales. - Krispy Crème Doughnut sale details discussed. Cost £7.50 per dozen (min 10, max 30 dozen) If sold for £1 each and 360 (30 dozen) sold, would make £135 profit. However nearest collection point is Bristol. Committee agreed to leave this for now and look at it again for a possible Autumn sale date. 	SS
5	<p>Summer Fair</p> <ul style="list-style-type: none"> - AG & LW looked through the shed. Found the banner and JC has offered to print the letters for the banner. - Mugs in shed. Decided to keep them, get something to fill them with, sweet cones etc. and sell them or use them as prizes for the 	JC

	<p>summer fair. Possibly a year 6 stall "Mug Shot". FS/KS1 children could decorate the plain mugs and we could sell them at the Christmas fair.</p> <ul style="list-style-type: none"> - JC to look into hairclip/extensions. <p>Feedback from working groups.</p> <ul style="list-style-type: none"> - Raffle, SS has been approached several businesses and received 8 raffle prizes already. Still looking for a big prize or two. JA is going to approach a local business who has kindly donated a bike in the past. Suggestion was made that if they agree, a voucher towards a bike would be better as it will suit any age range. - SH to ask Mrs Dunstan if the school could put a post on their Facebook page, asking for raffle prizes. - Licence being looked at by AG. - AG has looked into raffle tickets, and all agreed to change supplier to save money. Looked at online payment but dismissed this idea for the time being. - Need to discuss the timings for prize draw at the next meeting. - Tombola, some suggestions were made to help speed things up in both the teddy and normal tombola. The use of bottle tops was discussed, as well as coloured paper. All agreed that coloured paper would probably be the easiest options. However, this is to be discussed further and finalized at the next meeting. - Stalls, Committee discussed the option of allowing in external stalls. It was agreed that we should only have internal stalls for this summer fair and see how it goes. AG to discuss with JA and confirm back at next meeting. - AG mentioned possibly doing a Makers Market on the school field in the future where we only invite external stall holders, and we charge an entrance fee. To be discussed at a later date. - Agreed to do our own book stall, instead of having external book company. Asking parents for donations and selling on. - Food & Drink, MG discussed some prices he has received from a few local businesses for rolls and sausages. - Agreed, hot dogs, burgers, and drinks. Alcohol licence has been arranged by Mrs Dunstan. - NB, is level 3 qualified and has agreed to manage the cooking of the food. - A separate meeting will be arranged to discuss this MG, NB & AC. - Year 6 games, SH confirmed year 6 will do stalls as part of an enterprise project within school. Once they know what they are doing, the PFA need to know what prizes they will need so we can arrange them. - Treasure hunt was another suggestion for a year 6 game. 	<p>JC</p> <p>JA</p> <p>SH</p> <p>AG & JA</p> <p>MG, NB, AC</p> <p>JC</p>
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	<ul style="list-style-type: none"> - Note received after the meeting: Anna has offered to run a games stall with her daughter at the summer fair. <p>Entertainment</p> <ul style="list-style-type: none"> - The school choir will perform. JC to ask if the Karate would like to perform too. - Committee discussed the possibility of having Premier Princess Party at the summer fair at a cost of £135. The committee agreed that we would consider using Premier Princess party for a future event for FS & KS1, perhaps instead of a disco. They felt by having them present at the fair would not help to generate money, but possibly distract children from spending at other stalls. - Bouncy Castle, at a passed fair 1610 donated the use of one of theirs for free and had staff to man it, as advertising. JC to find out more information. <p>Programme</p> <ul style="list-style-type: none"> - Printed programmes, discussion to see if anyone felt we needed them. Everyone agreed that it wasn't necessary, and if any local businesses would like to advertise, they can sponsor something or donate. <p>Volunteers / rota</p> <ul style="list-style-type: none"> - JA found a very useful online programme where volunteers can register their interest in helping, by allocating themselves to a stall or task. - PFA agreed to continue with printed list for the time being, to allow the staff at the school to easily allocate themselves to a stall. 	<p>JC</p>
	<p>Any other business</p> <ul style="list-style-type: none"> - WhatsApp chat, discussion on how to best use this without overwhelming members. Everyone agreed to keep the majority of messages to the working groups and only use the WhatsApp chat for more urgent matters. - SH discussed a fundraising idea from Mrs Dunstan. PFA to advertise that we are fundraising for something specific. A Reading Lodge for the school. A permanent wooden structure for reading, which can accommodate 30 children allowing classes to use this during the day, but also allowing children access during break and lunch time. Cost £12000. Can share with parents on the website or newsletter how much has been raised at each event and the total amount. (see example) Some good examples 	



	<p>of PFA newsletter and presence on school website can be found here //www.bishophendersonschool.co.uk/newsletters-3/ https://</p>	
	<p style="text-align: center;">  2022-money-raised.pdf </p>	
	<p>Next steps/Actions</p> <ul style="list-style-type: none"> - SS to do a Facebook post to let parents know about bookmarks. - SS investigate getting a banner donated/sponsored, for future ice lolly sales. - JC has offered to print the letters for the summer fair banner. - JC to look into hairclip/extensions as a possible stall. - JA to approach a local business who kindly donated a bike in the past. (Details under raffle in section 5) - SH to ask Mrs Dunstan if the school could put a post on their Facebook page, asking for raffle prizes. - AG to discuss with JA regarding external stall holders. - MG, NB & AC to arrange a separate meeting to discuss food and drinks. - JC to ask if the Karate would like to perform. - JC to find out more information on the 1610 bouncy castle. - 	<p>SS SS JC JC JA SH AG MG, NB & AC JC JC</p>
	<p>Date of next meeting – Wednesday 14th June 2023 5pm at school</p> <p>PFA email address: bridgewaterstmaryspfa@gmail.com</p>	
	<p>Meeting closed 6:30pm</p>	