



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

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

Monday 24th April 2023 at 5 pm

	Present:	
	Sarah Hall, Jenny Ashworth, Alice Gordon, Sarah Ballantine, Emma Cocks, Louise Watts, Sarah Shaw, Martin Gordon, Anna Zubateuko, Aimée Cordioli	
	Apologies:	
	Sammy Sherman, Sophie Parr	
No.	Minute	
1	Welcome and apologies	
	A couple of apologies from Sammy and Sophie A warm welcome to Anna Zubateuko	
2	Actions from the last meeting	
	<ul style="list-style-type: none"> - Summer fair date now confirmed 14/07/2023. - Dates for sports day now confirmed. - Nicki from Little Oaks would like to work with the PFA and is delighted that they will also benefit from the money raised. Some staff are also keen to help at future events. JA to liaise with Nicki to put a message to parents on Tapestry to encourage parents to like and follow the Facebook page. - Finance/accounts meeting with the office has taken place. Very useful meeting and minutes were shared with the PFA committee. SB to send minutes to SH. SB mentioned the need to take out public liability insurance and agreed to source this. - Have now obtained admin rights on the FaceBook page. - Old PFA documents have now been passed to the committee. 	<p>JA</p> <p>SB</p>
3	May Fundraiser	

	<p>Kings Coronation</p> <ul style="list-style-type: none"> - School will be holding a garden party and picnic for parents to attend. PFA to sell ice creams between 1:30pm – 2:30pm. Committee members will cover this by doing 30mins each. - SS to create a generic banner that can be used for multiple events for ice cream sales. - JA has sourced bookmarks for the children - SB & JA to look into the purchase of ice creams. <p>Sports Day</p> <ul style="list-style-type: none"> - It was agreed that due to the complexity around the dates/times of sports day, there will be no activity from the PFA. <p>Tuckshop</p> <ul style="list-style-type: none"> - General discussion around the best way to run the tuckshop on a Friday after school, to avoid long queues and meet the requirements of all the children. - It was agreed that we will avoid sweets for the time being and sell ice creams and possibly doughnuts. AC to find out more information on the doughnuts. 	<p>SS</p> <p>SB & JA</p> <p>AC</p>
4	Summer Fair	
	<ul style="list-style-type: none"> - Group discussion on ideas for stalls. List of previous years stalls was discussed. Many from previous years have worked well and we will continue with, (Soak the Seal, Teddy Tombola etc.) - Charge a fee to use the adventure trail equipment. - LW & AG will look in the shed to see what we have and look for the banner. - Entrance fee of £0.50 for adults and children free was agreed. - Tombola – JA, EC & LW to look into a better system. - Raffle – limit the prices not forgetting to approach national companies who would be interested in making generous donations. SS & AG to look into the possibility of parents being able to purchase raffle tickets online. - SH To confirm the details of the Year 6 games/stalls. - SH confirmed the school choir will perform. - Committee discussed that a jumping castle would probably not be necessary. - Food and Drink stall to be run by the PFA and not by an external company if possible. MG & AC to look into the costs of both food and drink. - External stall holders, AG & JA to look into this. It was discussed that if we allow them, the charge will be £20 as well as a donation. 	<p>LW & AG</p> <p>JA, EC & LW</p> <p>SS & AG</p> <p>SH</p> <p>MG & AC</p> <p>AG & JA</p>



5	Any other business	Who
	SB to post "Save The Date" on Facebook	SB
6	Next steps/Actions	Who
	<ul style="list-style-type: none"> - JA to liaise with Nicki at Little Oaks to put a message to parents on Tapestry to encourage parents to like and follow the Facebook page. - SB to send minutes from finance/accounts meeting to SH. - SB to source public liability insurance. - SS to create an ice creams banner that can be used for multiple events. - SB & JA to look into the purchase of ice creams. - AC to find out more information Crispy Kreme doughnuts. - LW & AG to look in the shed to see what we have and look for the banner. - JA, EC & LW to look into a better system for the tombola. - SS & AG to look into the possibility of parents being able to purchase raffle tickets online. - SH to confirm the details of the Year 6 games/stalls. - MG & AC to look into the costs of both food and drink. - AG & JA to look into external stall holders. <p>New PFA email address: bridgewaterstmaryspf@gmail.com Next meeting to be held Monday 15th May at 5:00pm.</p>	<p>JA</p> <p>SB</p> <p>SB</p> <p>SS</p> <p>SB & JA AC LW & AG</p> <p>JA, EC & LW SS & AG</p> <p>SH MG & AC AG & JA</p>
	Meeting closed at 6.15 pm	
	Next meeting: Monday 15th May at 5 pm at school.	