



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

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

Wednesday 22nd March 2023 at 5 pm

	Present:	
	Sarah Hall, Jen Cheese, Sarah Ballantine, Emma Cocks, Louise Watts, Jenny Ashworth, Aimée Cordioli, Alice Gordon, Sarah Shaw	
	Apologies:	
	Bobby & Sophie McClure's Mum	
No.	Minute	
1	Welcome and scene setting (SH)	
	The PFA started back up 1 year ago and has held numerous successful events (Summer and Christmas fairs, disco, tuck shop). Due to work commitments the chair has stepped back and therefore there will be a reset of the committee. The PFA is a professional and well managed group which is a strong part of the school community and works towards the benefit of all children. The PFA is also regarded as 'PR' for the school.	
2	Appointment of PFA Officers	
	The following roles were appointed: Co-Chairs: Jenny Ashworth and Alice Gordon Secretary: Aimée Cordioli Finance: Sarah Ballantine and Emma Cocks Social Media: Sarah Ballantine, Sarah Shaw, Louise Watts and Emma Cocks	
3	Ways of working	
	The committee will decide on the main events of the year. Following this, specific work packages will be created for which a wider group of volunteers will be recruited. Communication via WhatsApp group / email / tbc Possibly create a separate WhatsApp group for the committee and for volunteers. The PFA Facebook page will be updated and tidied, trips and events which have been sponsored by the PFA will be put on FB, e.g. pictures of the children eating popcorn during the cinema trip -> use as PR	
4	Suggestions and ideas for fundraising	
	Brainstorming of possible events: <ul style="list-style-type: none"> ● Disco ● Summer fair – suggested date: 30 June 2023 ● Bingo ● Sports Day: parent races, ice lolly sale ● Frozen Friday – ice lolly sale in the Summer 	



	<ul style="list-style-type: none"> ● Magic Show ● Movie Night ● Non school uniform days, e.g. 'Whacky Hair Day' ● PFA to run food/drink stall at school events, e.g. choir performances ● Book fair (linked with World Book Day) <p>The aim could be to have one event every half term.</p> <p>Little Oaks Nursery should be included in PFA fundraising – statement from Mrs Dunstan.</p>	
5	Next steps/Actions	Who
	<ul style="list-style-type: none"> ● Confirm date for the Summer fair with the school. ● Confirm date of Sports Day. ● Speak to Nicki at Little Oaks about involvement of nursery. ● Arrange meeting with the school office about Finance/accounts. ● Retrieve Admin rights for the Facebook page (via Rachael). ● Retrieve old folder which Rachael received at handover (passed back to school office?). ● Pass useful documents from the old PFA to the committee. ● Work on / tidy Facebook page. <p>New PFA email address: bridgewaterstmaryspf@gmail.com</p> <p>Next meeting to be held shortly after the Easter holidays.</p>	<p>SH</p> <p>SH</p> <p>JA/AG</p> <p>SB</p> <p>LW</p> <p>LW</p> <p>JC</p> <p>SB/SS/LW/EC</p>
	Meeting closed at 6.15 pm	
	Next meeting: Monday 24th April at 5 pm at school.	