

Monday 20th July 2015 7:30pm

Present: Vicki Webb, Karen Holley, Julie Quickenden, Kelly Spiess, Katie Chamberlain, Dave Bird, Stephanie Petriello, Helen Bowen, Gemma Burt, Katie Ixer, Tracy Kendell, Michelle Mann, Paul Woodman (Headteacher)

Apologies: Karen Dixon, Nicola Furlong, Theresa Baird, Nicola Taylor, Toby Gooch, Fiona Holland

### Minutes of Last Meeting

- Growing Food Topic – Ms Denton has asked if the PFA could fund plants and equipment for a growing food topic for the children. It was suggested Cranbrook Plants may be willing to help and KD was to speak to Ms Denton to find out exactly what is needed. As KD was unable to attend the meeting, this will be carried forward to next term.
- Christmas Cards – VW confirmed arrangements for the Christmas cards with PW. The design packs will arrive at school at the beginning of September and the children will design their Christmas cards in class w/c 21/09. Parents will be asked to return their orders/payments w/c 28/09.

### Correspondence

None

### Treasurer's Report

KH handed out a stall by stall breakdown of Fete takings.

- Prize draw takings are down from last year, possibly because tickets went on sale too late - VW suggested that the tickets start being sold a week earlier next year.
- Entrance fee was the same as last year – 50p.
- BBQ takings were up this year. All agreed TK managed it very well.
- Programme takings were also up on last year.

General Treasurer's report:

- It was discussed and agreed to set aside £1,000 for the Atlases that have not yet been bought. Only the dictionaries and thesauri have been invoiced so far.
- KH confirmed the PayPal funds would be withdrawn into PFA bank account asap.

### Funding Requests

- PW asked for funding for music stands at a cost of £225 and a music store at a cost of £104.
- PW asked for a contribution/full funding for the Mud Kitchen which will be installed in the Reception Courtyard during the second week of August. The total cost of this is £786. It was agreed that the PFA would fund all of these requests (total of £1,115). VW proposed, DB seconded.
- Stage lighting - Mr Giglio is to visit.
- I pads – this is the next big request - they cost £270 each. It was provisionally agreed that these would be purchased as we go along, not all in one go.
- VW asked for a new PFA metal shed. There was a general discussion with PW about the best location and PW suggested a larger shed than proposed which the school and PFA would

share. It was agreed this was a possibility. A clean out of current storage would be a priority first, as would a better system of storage organisation.

### Recent Events

- Carnival/PFA Bingo Night (17/6)
  - There didn't appear to be as many people attending this year and profits were down but it was a good evening and everyone enjoyed themselves.
  
- School Fete (4/7)
  - It was a good turnout and profits were slightly up on last year.
  - There were two complaints about noise and DB will look into a different PA system and better placing for next year to minimise noise.
  - There was feedback that the ponies were too expensive.
  - KH reported that the automatic money counter was not helpful in the end for cashing up and that manual counting would be more efficient for next year.
  - A predefined running order got good feedback.
  - The field looked good and was busy.
  - £50 rewards - lower school and reception did recruit two non-PFA parents. A letter will go out to all 11 classes asking them to select their £50 of books.
  - It was agreed that it would be better to have more than one person running change to stalls next year to give the runner a break.
  
- Sports Day (8/7)
  - It worked well having both sports days on the same day. Refreshments were well received by everyone. There were logistical problems getting the lunches out but getting the children to their parents went well.
  
- Summer Discos (16/7)
  - A good turnout was reported. It was busy and very hot!

### Future Events

- Coffee Morning (10/9)
  - All planning is on course.
  
- 1940's Extravaganza (19/9)
  - This is due to take place in the Victory Hall/playing fields on Saturday 19<sup>th</sup> September. The plan is for the PFA to run some traditional games such as egg & spoon races and sack races. We will also look into running a fundraising stall.
  
- School Calendar
  - VW read out a list of suggestions as a decision on a theme needed to be made this evening. After a general discussion it was agreed to choose 'Seasons and Events'. VW said she would let TB know and a letter would be prepared ready to go out to parents. PW would speak to the teachers and get their selections.

### PR & Communication

It was agreed the latest Newsletter looked great. VW reminded KC that the Autumn newsletter will be due before October half-term.

### Outdoor Play Structure

PW reported that the grant had been awarded and was ready to use. Hopefully the equipment will be installed in the October half-term. VW asked if more money was still needed and PW was not yet sure as it would depend on the final configuration of the equipment. A letter to publicise the installation of the equipment will be needed in early September.

### Any Other Business

- Green discs - JQ has the paperwork and needs to give a specific item to quote as being funded. As the grant has already been awarded for the Outdoor Play Structure, it cannot specifically be that but it was suggested that it could be stated as to enhance the play structure. General agreement.
- A question was asked as to why we have two meetings in September. VW explained that we always have a pre-meeting the week before the AGM. This is used to run through anything that needs tying up from the end of the previous school year and to go through the accounts before they are presented at the AGM. It's useful if as many people attend the pre-meeting as possible to prepare for the AGM.
- There was a general discussion about the meeting nights and the fact that some people find it difficult to attend on a Monday evening. It was agreed to alternate Mondays with another evening on a trial basis from September. It was provisionally agreed that the other evening would be a Wednesday but this will be discussed and voted on at the AGM.
- Race Night – We need to look at the possibility of rescheduling the Race Night to move it away from Comic Relief. After checking the dates of Sport Relief and Easter next year, it was agreed to keep it on 11<sup>th</sup> March 2016.
- Halloween Disco – We discussed the possibility of moving the Halloween Disco before half-term. After general discussion, Thursday 22<sup>nd</sup> October was agreed on and VW confirmed she would book Disco Dave.

To close the meeting, PW thanked the Committee for a 'Storming Year for Fundraising'!

Meeting Closed 9pm.