|  | Somersham Primary School |  |
| :---: | :---: | :---: |
|  | Parents and Friends Association Committee Meeting Start: 7.30pm |  |
| Date of Meeting | Monday 9 March 2015 |  |
| Present | Vicki Webb, Karen Holley, Karen Dixon, Kelly Spiess, Michelle Mann, <br> Katie Chamberlain, Gemma Burt, Katie Ixer, Tracy Kendall, Nicola Taylor, Toby Gooch (Deputy Head), Mrs Barber, Paul Woodman (Headteacher) |  |
| Apologies | Stephanie Petriello, Dave Bird, Julie Quickenden, Dave Bird, Nicola Furlong, Fiona Holland | Action |
| Minutes of last Meeting | - Green discs cannot be updated as JQ not present. <br> - The flipcharts turned out not to be A-Frames as expected but they are working fine. Will revisit the issue again in time. <br> - School play arrangements looking hopeful. <br> - Procedures for money handling - VW confirmed there is a procedure, will be drafted and the protocol circulated for comment. |  |
| Correspondence | - No correspondence |  |
| Treasurer's Report | - Treasurer's report attached <br> - JustGiving - $£ 158$ raised so far - $£ 79$ paid so far |  |
| Funding Requests | - T-Shirts for leavers. PW asked that these be funded by the PFA again this year. VW proposed, KH seconded. KD to check if charity rules allow for us to fund a teacher's shirt as well. <br> - Book bags/PE Bags for new reception intake. TK proposed, KD seconded. | KD |
| Recent Events | - School Discos - These went well as always. <br> - World Book Day - All the children enjoyed this event. <br> - Parents Evenings - Teachers preferred these to be after half term. It was therefore suggested that in future, the Discos be held before half term with the Parents Evenings afterwards. |  |
| Future Events | - Race Night - 50 tickets sold already. Half of these were sold through the website, with a particular rush over the previous weekend. <br> - Easter Fair (24/3) - 2 weeks to go. Ms Denton has started the hampers and some letters have gone out asking for donations. VW to email Committee to ask for PFA volunteers to help. PW to liaise with Ms Denton. <br> - Film Night - CR emailed to say that the School Council have not met yet. It was discussed and agreed that a decision on the films we would be showing was needed urgently, so if the School Council do not decide a soon, the PFA will have to decide. PW asked that we make sure enough volunteers are available to help. KD suggested outside help from her exchange students and VW suggested a mini-meeting just to deal with film night. <br> - Disco - arrangements are in hand. Date is 6 May. <br> - New Parents Evening. JustGiving - KC to provide an info sheet about this to go in the New Parent Pack. <br> - Carnival Bingo - discuss nearer the time. | KC |


|  | - Summer Fete - DB requested a subcommittee meeting in 2 weeks at his house. VW to email round details. <br> - Summer Discos - to be discussed nearer the time. <br> - Bag2School - Rags 2 Riches do not yet cover our area. Current planned Dates are Weds 13 May and Weds 18 Nov. Generally agreed that Wednesday is a good day for this. | VW |
| :---: | :---: | :---: |
| Newsletter and Internal Communications | - KC confirmed Newsletter in progress. Generally agreed that an update on the Trim Trail would be a good item to include. Also agreed a report on the new PFA-funded books would be included, along with some pictures of children with the books. <br> - Website. Agreed that linking school PFA website with our own website is important. PW to check logon details and communicate to KC. <br> - Facebook. Subcommittee meeting Weds to tackle this. KC to report back and PW to check the link soon after going live. | $\begin{gathered} \text { PW } \\ \text { KC/PW } \end{gathered}$ |
| Outdoor Play Structure Update | - KH is completing the form. PW will ask the Office to send the completed form by Recorded Delivery. Mr Gooch is to take the lead. PW confirmed other funding was ready. Time is an issue as it would be best to install over the summer holidays. | KH/PW/ TB |
| PFA Annual Social | - Now an annual event. The evening was a success and the date seemed to work well - last w/e in February. |  |
| Any Other Business | - Tomato Plants - Cranbrook Plants have offered to supply a young tomato plant to each school child as a growing project. All agreed to accept, KS to liaise. <br> - Ebay - nothing to report. <br> - Raptor Centre. PFA were going to underwrite - are there any other circumstances we can help in this way? General discussion agreed that if there was a more formal system in place for this, then parents are likely to contribute less and the more generous parents will end up contributing even more placing an unfair load on them. It was agreed that PFA funds can't be used for this in a systematic way but that the option to agree on doing this to support specific events should be preserved. Mrs Barber suggested that a set amount could be contributed before the parents contribution amount is set and this was discussed and the amount of $£ 100$ per year or key stage was debated. TG suggested there would be more impact financially if PFA funds were used for more tangible, measurable purchases like books and, after more discussion, this was generally agreed. <br> - Book Fund. Certain events allocated to the Book Fund. A wish list is needed from school teams. NF, TK and KD to liaise about books and speak to teachers about requirements. KD proposed, NF seconded this. <br> - Bonne Maman. Ruth Reason has offered jars of this jam for fundraising events as prizes/hamper gifts. PFA expressed gratitude for this. VW will liaise with Ruth. | KS <br> NF/TK/ KD <br> VW |
| Date of Next Meeting | Monday 27th April 2015 |  |
|  | Meeting closed 8.40pm |  |

