# **SPFA Meeting**

**Tuesday 6 November 2018** 

18:30pm

The Digby, Chester Road Birmingham, B24 0HJ

Meeting called by: Kristina Moore Type of meeting: SPFA Monthly Meeting

Facilitator: Kristina Moore Note taker: Kelly Thompson

Timekeeper: Kelly Thompson

Attendees: K Moore (KM), K Thompson (KT), E Eanneta (EE), T Player (TP), S Nelson (SN), J Newson (JN),

J O'Donnell (JO), Emilia Maria (EM)

Apologies: R Franklin (RF), K Wiggins (KW), A Mosakowska (AM), Z Santos (ZS), S Flynn (SF), K Dockery

(KD)

# **Minutes**

Agenda item: Christmas Fayre Presenter: K Moore

#### Discussion:

Christmas Fayre will be taking place on Saturday 1<sup>st</sup> December 2018, 11.00am – 14.00pm in the Church and school Hall. This is a joint partnership event with SSPP Church, with a split of 50% profit to each.

Parish will manage the following stalls:

Entrance Fees and Money Wallets, Piety Stall – School Hall, Flower Decorations, Cake Stall, Teddy Raffle, Christmas Kitchen

SPFA will manage the following:

Santa's Grotto, Bottle Tombola, Chocolate Tombola, Christmas Games, Santa Letters, Mulled Wine and kids drinks, Face Painting, Reindeer Food Bar, Sweets Stall

To ensure that the Fayre is run efficiently we will require a number of volunteers to help with preparation and on the day.

#### Conclusions:

Review actions listed below

Action items I		Person responsible	Deadline
✓	Make posters to advertise in church and school	K Thompson	ASAP
✓	Compile a list of helpers	K Moore/K Thompson	ASAP
✓	Look into purchasing some sturdy plastic tables	K Moore/K Thompson	ASAP
✓	Check whether the grotto needs any additional materials	K Moore/K Thompson	ASAP
✓	Look at the music systems available for both church and school hall	K Thompson/K Moore	ASAP
✓	Arrange for good condition second hand toys and soft toys to be donated to school w/c 19.11.2018	K Moore	19.11.2018

Ac	tion items	Person responsible	Deadline
✓	Speak to Mr. Porter re getting classes to sing Christmas songs	K Moore	ASAP
✓	Shopping trip for grotto gifts etc.	K Moore/K Thompson/S Flynn/ J Newson	22.11.2018
<b>√ √</b>	Speak to D Carter re taking Santa pictures Liaise with parish re. entry fee being £1 per adult and children free	K Moore K Moore	ASAP ASAP
✓	Prepare sweets for stall and advise if further help or additional finances are required	E Maria	01.12.2018
✓	Prepare believe bells or alternative	E Eannetta/R Franklin	01.12.2018

Agenda item: AGM Meeting Presenter: K Moore/K Thompson

#### Discussion:

SPFA will be holding our first AGM on Tuesday 27 November 2018, 18.30pm, Holyfields Sports and Conference Centre, Woodacre Road, B24. The meeting will present the Chairs report for academic year 2017/18, Treasurer's report for academic year 2017/18, Elections for Committee Roles and a review of SPFA Constitution document.

This is a formal meeting which is required to take place annually. To ensure the meeting is quorate we will require attendance from at least 6 attendees.

#### **Conclusions:**

Review Actions listed below.

Ac	tion items	Person responsible	Deadline	
✓	Agree agenda and issue	K Moore/K Thompson	ASAP	
✓	Send out information to parents advising of the roles up for election and how to express an interest	K Moore/ K Thompson	ASAP	

Agenda item: Treasurers Monthly Report Presenter: K Thompson

#### Discussion:

KT presented the Treasurers Summary for the year to date (September/October 2018). This was accepted and agreed by the attendees. Annual Charity returns are ready to submit. This is the first year we have had to submit full returns as the gross figure raised last academic year was over £25K. Accounts are currently being reviewed independently which aligns to the Charity Commission regulations. Once these are returned KT will submit accordingly.

SPFA application for Gift Aid status is currently being processed and will update at the next meeting on the outcome.

# Conclusions:

Continue to update records and present monthly reports at future meetings.

Action items		Person responsible	Deadline
✓	Attach summary to minutes of this meeting	K Thompson	ASAP
✓	Submit Charity Annual Returns	K Thompson	ASAP

Agenda item: Any Other Business Presenter: K Moore

#### Discussion:

Mrs. Law. Reception class teacher has requested funding of £30 for ITunes vouchers to purchase a variety of learning apps to help with letter/number formation. The apps can be used for years one and two.

It was agreed by attendees to fund this request.

School Photos will take place on Monday 12 November 2018 in school.

#### **Conclusions:**

Enter conclusions here.

Action items		Person responsible	Deadline	
✓	Form to be submitted to K Thompson for records	K Moore	ASAP	
✓	Payment to be made to Mrs Law as agreed. Receipt must be obtained and passed to K Thompson for records	K Moore	ASAP	
✓	Assist with school photos	T Player/J Newson	12.11.2018	

# Other Information

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N/A

#### Resources:

N/A

# Special notes:

AGM Meeting Tuesday 27<sup>th</sup> November 2018, 18.30pm, Holyfields Sports and Conference Centre, Woodacre Road, B24.

#### TREASURERS SUMMARY 2018/19

#### 06 November 2018

Summary of Profit	Monster Mash	Christmas Cards	Christmas Fayre	Christmas Discos KS1/2	Carol Concert	Non Uniform Days	Treats Day Fridays	Advertising	Bonus Ball	Donations
Sep-18			·			·	£84.50		£130.00	
Oct-18	£634.03					£158.70	£78.50		£130.00	
Nov-18										
Dec-18										
Jan-19										
Feb-19										
Mar-19										
Apr-19										
May-19										
Jun-19										
Jul-19										
Aug-19										
TOTAL Income	£634.03	£0.00	£0.00	£0.00	£0.00	£158.70	£163.00	£0.00	£260.00	£0.

Income	£1,215.73
Outgoings	£0.00
Bank Account	
Opening Balance (as of 01.09.2018)	£18,753.90
Closing Balance (as of 06.11.2018)	£18,802.94

summary of Payments made by SPFA	
OTAL	£0.

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ctober Non Uniform total to be spent on Christmas Fayre stock
osing Balance includes ongoing Bonus Ball transfers