

## PFSA AGM and Meeting Minutes: 17/01/2022

**Attendees:** AnG, LL, AS, TC, PW, CL, KW, MW, EM, AIG (notes)

**Apologies:** CP, AAH, NO, GS, VW, EP, RW,

**Chair:** AS/CL/PW

### **1. Notes and Actions from last meeting**

AIG took the group through the notes and actions from last meeting.

- 1. 2021/22 Financial Update: Action: AS to transfer £1,657 to the school for the infant seats and story chair – action completed
- 2. PFSA Constitution incl. links with Nursery: Action: AIG to take this action forward – discussions undertaken in agenda item 3.
- 3. Infant Sun Shelter Roof: Action AS to speak to the original contractor to see about coming back to do the thatch roof and obtain certification for the building – update provided in agenda item 6 below.
- 4. Clothes Bin: Action: Use the communication channels to put a call out for helpers to be responsible for the school uniform donations – two helpers came forward, further work to be undertaken to ensure that the uniform is sorted on a regular basis.
- 5. Christmas Market: Action: a separate Christmas Market planning meeting to be arranged – action completed
- 6. Christmas Cards: Action: AS to confirm the company's timescale to ensure plenty of time for the school to support – action completed
- 7. Bike/Scooter Storage: Action: TC to bring a proposal back to the committee – TC updated the group that work to identify suitable space had been undertaken, however at this time, it is currently being utilised by a skip. Therefore, will come back to the PFSA in the future when needed.
- 8. Fundraising Cookbook: Action: AIG to investigate options for developing the cookbook and bring back to the committee for approval – Action delayed and AIG will bring back to next meeting.
- 9. School Allotment: Action: the school to cost up the immediate tasks and come back to the PFSA. A call out to parents to see whether there are any volunteers to support the continuation of the allotment – TC updated the group that all the volunteers have now stepped back, and the allotment is in hands with TC and LL. The Allotment Society want the school to continue to have the site. TC/LL have visited the site and reviewed the requirements going forward to ensure that it's safe. The aim is to have a resource that the school and community can utilise e.g. regular gardening club, year 3 attend more frequently, mental health/mindfulness resource. To ensure safety, TC requested £3k to make it ready and a sustainable project for the allotment going forward. If the PFSA obtains charitable status there could be opportunity to obtain materials for the allotment going forward. The attendees, unanimously agreed to provide £3k to the school for the allotment. **Action: AS to confirm all outstanding payments to the school have been completed and that there is enough funds available to allocate to the allotment**
- 10. Any other business: all actions were completed.

### **2. 2021/22 Financial Update**

AS provided a brief update that there is nearly £16k in the PFSA bank account and made approximately £8k from the Christmas cards and Market.

### 3. PFSA Constitution

ALG explained that a document had been shared with CL, AS, PW and NO on what it would require to set up the PFSA as a charitable organisation and this includes the requirement to have an agreed Constitution. As the PFSA raises more the £5k a year then there is a requirement to set up the organisation as a charity. There are benefits such as:

- Being clear on roles and procedures are for governing the association
- Being able to receive charitable donations from local and national companies
- Being eligible to apply for grant-making charitable trusts
- Being able to receive donations made through payroll giving and company matched giving schemes.

There would be a requirement to:

- Register – no charge and simple online process
- Adopt constitution – template constitution available to use and to be ratified at an Extraordinary General Meeting
- Volunteer checks – maybe a requirement for DBS checks for the Committee Members, who are automatically charity trustees.
- Committee members – must elect committee members, will require to submit personal details and sign a Trustee Declaration Form and read a safeguarding guidance document.
- Financial information – bank account to be set up in the same name as the organisation on the constitution and will require to submit details of bank account, pdf copy of latest accounts, financial year end date and gift aid number if applicable.

The attendees agreed for ALG to proceed to developing the constitution and taking forward the PFSA as a charitable organisation.

### 4. Roles Going Forward

CL explained that CL, PW and AS would like to step down as Chairs of the PFSA. There will be a marketing campaign to encourage new Chairs. CL/AS will stay in post until replaced. PW will be taking the lead on the Dads BBQ as a number of members will be leaving this year as children no longer in the school.

NO would also like to step back from role of Treasurer but happy to stay in post until replacement found. Someone with book keeping or accounting skills would be of benefit for this role. There was a brief conversation about the role of the finance team within the school supporting this role. To be discussed further but this role will be included with the marketing campaign to find replacements for the Chairs.

### 5. Disglow

The 18<sup>th</sup> March 2022 5-7pm is the date and time for the Disglow. There was a conversation about how it can be linked to St Joseph's Day on the 19<sup>th</sup> March enabling the ability to have a 'day of Lent' to celebrate the saints day. This included potential branding of 'DisGLO Jo'.

The group discussed

- Tickets – prebooked and pay on the day
- Tickets – option for entry only and entry & meal
- Activities – disco, bar, BBQ, merchandise, neon face paint, hair spray, glitter tattoos

**Action: AS to ask GSto print flyers Disglo Jo and WE NEED You etc**

## 6. Gazebo Roof

AS reported back that the cost for the roof, whether it's shingle, wood or thatched would be approx. £2.5k plus £2.5k for labour. The thatch will last longer and therefore would be the recommended option. The members at the meeting AGREED to proceed with the thatched option.

## 7. Train

AS explained that the train in the infant playground required TLC. It was agreed that this play equipment was used by the children and therefore AGREED to renovate the train. TC asked for Julie Galvin to be involved in the process from a Health and Safety perspective.

## 8. Shade

Ongoing discussion around shade for the school in the Junior Playground. AS found a company who do shade on a pole. The pole is a permanent structure with the shade able to be put up and down. TC raised that the original issue was in the infant playground which has now be rectified with the gazebo. TC raised concerns around putting more structures in the Junior playground as there are poles already there. Continued to state that doesn't feel that it's ready for options yet and an in-school working party should look at it for longer term shade.

Gazebos – should the PFSA purchase more robust gazebos as there are a few broken this year. **Action: investigate gazebos, potential for sponsorship if a charitable organisation.**

## 9. Any other business

- a) Easter Cards – MW asked whether there would be the opportunity to raise funds with Easter Cards like the Christmas Cards? TC thinks it's a good idea but potentially have smaller uptake. Due to the timescales for rolling out, a potential fundraiser for next year. **Action: MW to investigate options including those whereby parents enter details themselves.**
- b) Easter fundraiser using kinder eggs – MW offered the idea of fundraising utilising kinder eggs like the smarties fundraiser last term. Generally seen as a good idea, however challenge with the amount that could be put inside the kinder cases, the recyclability of the kinder cases, and the timing as the school has a Lent Charity request. Agreed to look at something similar for the Summer term.
- c) Christmas Market – LL mentioned how lovely it was to see so many staff at the event this year. Chocolate tombola was really good this year. EM explained that as her first Christmas Market, it blew her away as she was amazed at the size and the atmosphere. Great feedback.
- d) School Fund – need to incorporate £300 per year group into the budgeting of the PFSA funds. AS to check with Louise about payments. School to provide an end of year report to the PFSA on what the funds have been utilised for on an information sheet explaining the income and outgoings of the PFSA funds.