

PFSA AGM & General Meeting Notes Monday 17th October 2022 7:30pm

1. Welcome & introductions

CL/AS

Attendees: TC, NO, AG, AS, CL, PW, MW, LL, CS, GS, KW, LF, CH, RR, EH, LH, LP, L, GH

5 participants attended via Zoom and used the chat facility due to technical issues

2. Apologies

CL/AS

Apologies were noted as Mrs Spacagna, LA, M and AM.

AGM

3. Chairs Annual Report

CL/AS

Last year Christmas card event was really good and raised around £1200. This year has been done electronically with parents required to order online.

Christmas Market which is held outside, slightly windy, kids love the Christmas Market and like that it's held outside.

DisGlo – huge success with large attendance, nice family event. Lessons learnt to make the junior playground open wider and a split between older and younger children indoors/outdoors. Slight issue with merchandised bought pre-covid but highlighted our need to be more mindful and have identified 'quiet zones' for all events. Social story has been developed to help explain what to expect from each event and be more inclusive.

Summer Fair – followed typical format, well attended with a very hot day therefore bought a few more gazebos to provide shade. Issue with inflatables due to the weather therefore future events focus on bouncy castles with covers rather than an open slide.

The key project this academic year was finishing the gazebo thatched roof in the infant playground. The gazebo has been christened the 'Mushroom House' and is used for lessons such as drama, DT and have the school have enabled the juniors to use it as well.

Second hand uniform stall – Sonja Roth has taken on the role of second-hand uniform Coordinator and has been running monthly sales. Thinking about how the donations are being provided therefore discussing using 'laundry type' bins to receive them for Sonja to go through.

4. Treasurer Report

NO

NO provided the following information for the Treasurer's Report

21- 22 Academic Year Summary

Opening bank balance		10,438
Lottery/EasyFundraising etc		453
Events Income	23,404	
Events expenses	<u>(9,611)</u>	
		13,794
Project funding		<u>(7,429)</u>
Closing bank balance		<u><u>17,256</u></u>

Project funding	
Infant seats and story chair	1,657
Infant Gazebo Roof	1,500
Hand Made St. Joseph's sign	279
Ukraine Field First Aids Kits	400
Allotment Fences	961
Gazebos * 2	533
Year Group Funding	<u>2,100</u>
	<u><u>7,429</u></u>

TC updated the group that the Year Group Funding has been appreciated and utilised for projects such as a movie night for Year 2 and the Owl Sanctuary for Year 3 supporting the curriculum.

5. PFSA Core Roles Changes & Nominations

CL/AS

There is an annual review of the core roles for the PFSA at each AGM. The core roles for the PFSA are Chair, Secretary and Treasurer.

The PFSA has joint chairs currently and CL and AS are putting themselves forward again, following limited/no response to the request for a new Chair during the last year. This is the last year that they wish to do it and will re-advertise the role and will ensure that there is a handover. Following nomination and seconded, all members agreed for CL/AS to continue as Joint Chairs.

AG agreed to continue as secretary, CL/AS nominated, LL seconded, and all members agreed.

NO wishes to stand down from Treasurer role with KW nominated, seconded and all members agreed to KW becoming Treasurer. NO was formally thanked for all the

commitment and hard work as the treasurer role over the last three years, along with his family.

Other PFSA roles:

- Dad's BBQ – PW is taking on the coordination of the Dad's BBQ and will be looking for recruitment of parents to support.
- Design/Printing – GS and CS have been key for all the promotional materials such as the second-hand uniform sign with GS becoming Class Rep Coordinator with RR.
- External Stall Coordinator – LL organises the external stall holders for the Christmas Market and Summer Fair. She would like to handover this role to a new person this year. **Action:** To go out to advert for the role.

6. Any other business

AG explained that as the PFSA has an annual income of over £5000 a year, have agreed to set up as a Charitable organisation. This means that there will be the opportunity to explore other fund-raising options and ensure that PFSA has clear governance and processes.

The AGM closed 20:11

PFSA General Meeting

2. 2022/23 Funding Requests & Approvals – TC

Explained that for any funding requests staff are required to go via TC and AS for them to bring to the PFSA for consideration. The following were requests from TC:

- a) Allotment – last financial year it was agreed £3000 to be allocated to the development of the Allotment, therefore requesting the next £2000. There is a regular club on a Friday evening and future plans would be for a family's weekend club. Traditionally Year 3 visited the allotment in the summer term but now by having a regular Junior Club enables more children to visit. Does require regular volunteers.
- b) Infant team into reading scheme books – national agenda for early reading with Ofsted requiring linked to phonic knowledge. TC requested for £2k to expand the infant reading books. Begin with £2k this financial year but potential to explore increased funding in the future. The group unanimously agreed to allocate funds for this request.
- c) Wellbeing Garden – discussions of developing a wellbeing garden in the Reception Garden with request for £1-2k for initial development. PFSA happy to consider a funding proposal and will bring a video presentation for the next meeting.
- d) Stage Lighting for School Hall – would like to investigate the opportunity to purchase stage lighting for the school hall as plays/performances do not get the required atmosphere with the current lighting options. A quote would be needed but estimate

c£7-10k for installation but could be a joint funding opportunity aiming for Christmas 2023. **Action** TC to work on quotes with Julie Galvin. RR could potentially support.

- e) Willow Tree – discussion around how to develop the area around the iconic Willow Tree. Thoughts included woven willow benches, circular bench, bark, It would be good to have the kid's involvement, kids hopes and dreams, prayer tree ideas etc used by parents etc. Spiritual council could potentially get involved. **Action: AS to look into costings etc to enable discussion at the next PFSA meeting.**
- f) Technical equipment – the AGM showed the challenge of those on Zoom hearing the speakers in such a big room. Possibility to invest in facilities that could assist with improving this.
- g) AG raised the cost of living and impact on families and whether there should be something put aside for those in need. Challenge to identify families that might need to, and the school already has the ethos that every child can attend if they want to no matter of financial need. The school can provide and support this rather than the PFSA.
- h) Do we need to increase the Year Group funding amount. TC doesn't feel that they need any further funds at the moment.

3. Fundraising Ideas

CL/AS

- Parents events – discussed events for parents and the challenges that had happened previously. EH mentioned that she would be happy to take this forward. Could focus on an event for January as a social get to know each other rather than a fundraiser.
- Previous events that have been previously:
 - Movie nights with pizza vans
 - Golden Bucket – put a £1 in box with phone number and one is pulled out. Total is split between the PFSA and the winner. Just before Christmas
 - Smartie Tubes
 - Crazy hair days
- Drawing Competitions?
- Christmas Decoration competition to decorate the Christmas tree
- Christmas Tree Competitions via the Christmas Tree stores
- Whitmoor Common Association/PFSA cut down trees and make donation and they donate half of what of what they make. Need to publicise it early to enable people to plan.

4. Christmas Market

CL/AS

LL explained that there were spaces for 20 external stall holders e.g., handcrafted, chocs. There were 8 stall holders signed up 2 parents & 6 external. Parents pay £12 and external £24. Great feedback on the school community. Added this year Stretched & Fire to do pizzas so that there is choice and churro's. Christmas wreaths has offered to supply kits to make the wreaths at home - £30 each or 2 for £50. Florist will do sale or return. The kits come with how to video and instructions – this will be a PFSA run stall.

School stalls e.g. chocolate tombola, hair spray etc, raffle,

World Cup Football – discussed possibility of showing it at the fair. Need to find out what the time. 3pm kick off so might need to change the time of Market.

Need a new person for Father Christmas.

5. AOB

All

- Proposal was put forward to purchase more purple gazebos for the summer and Christmas fairs to replace the old broken gazebos. The members agreed to the proposal with the aim to replace over time. **Action: CL to price them up to enable a decision to be made.**
- Request to cost up a new Santa costume to be used at the Christmas market.
- Could there be a list of volunteer options for supporting PFSA as people would like to volunteer but not sure what was needed. Responded with Some
- said that it depends on how much time they have, what they are interested in doing e.g., allotments, stall at the fair, big event coordination, small event management.

The Chairs thanked all for attending the AGM and the general meeting.