



PFSA Meeting Notes

Wednesday 24th January 2024 8:30pm

1. Welcome, Introductions & Apologies

CL/AS

Attendees: Katharine Willsher, Claire Lytle, Ali Stafford, Alex Greenway, Annabelle Spacagna, Gemma Steer, Rachel Roots, Cristina Heslegrave, Miriam White, Rachel Sarno

Apologies: Tom Collins, Lucie Attard

2. Review of Christmas Activities

CL/AS/GS/RR/KW

Rachel, Gemma, Claire, Ali and Katherine provided a review of the Christmas activities and profits. Overall great events with £8374 profit.

- Rachel and Gemma overall enjoyed organizing the Christmas market and felt there were lessons to be learnt around some of the pricing and do things slightly differently. Next time clearer on communication between teams e.g. entrance fee mix up.
- Hair/glitter stall did well, as did the BBQ, waffles, meat and normal raffle.
- Discussed that high value items being donated to the raffles to see whether it would be better to do a separate auction outside of the Christmas market so that they don't get lost.
- Using excess stock for after school sales was a success and useful way to move stock.
- Thanks were given to Rachel and Gemma for the great job of organizing the Christmas market.
- Thanks were given to Lucie Attard for her work on coordinating and leading the teas/coffees at the Nativities and incorporating SumUp machine. Led to over £300 being raised.

3. Plans for Disglo 2024

CL/AS

Date planned 22nd March 2024 timings tbc.

Discussed the challenges of the capacity from last year's Disglo due to the weather. Agreed to go ahead as usual with added small print on the promotional materials stating weather dependent.

To have BBQ, bar, staffs selling left over hair/glitter, face paint, sweets.

Separate planning group to be set up.

Action: Annabelle to check with Julie Galvin capacity for the hall.

4. Fundraising ideas

CL/AS

This item to be rolled over to the next meeting.

5. Funding Requests

CL/AS/ALL

- **Action:** Katherine to follow up with Miss Longman re: funding for play equipment as agreed last term.
- Group discussed request for funding from Mrs Jopson to contribute to a Year 6 visit to Wintershall. Discussion focused on how best to support Year 6 as it was their final year and they had contributed to the PFSA and school over their time. It was agreed to allocate

£1000 to the Year group to be used on end of year activities. This will be a rolling yearly amount.

6. AOB

All

- Alex raised that Miriam White had agreed to take on the role of Secretary for the PFSA as this is Alex's last year in the school. Alex and Miriam to arrange handover.
- **Action:** Ali to speak with the BBQ team to ensure happy to continue if the core PFSA team can do the ordering of the food/drink.
- PFSA Equipment – it was raised that there have been some instances of PFSA equipment being borrowed and then damaged without the core PFSA team being informed. This leads to a loss for the PFSA. Access to the shed is via a key in the School Office and there are also keys with Claire and Phil Warren. It was agreed that there PFSA Trustees should hold the keys as well as a key in the Office therefore need to request key return from Phil. It was agreed that a sign in sheet would be given to the office staff and anyone wishing to go into the PFSA shed would need to sign the key in and out. **Action:** Alex to speak to print the sign in sheets and liaise with the office to ensure it's completed.
- Chairs – it was reiterated that Ali and Claire will be stepping down at the end of the school year. It was agreed that more formal communication to the whole school community was required to state that if no replacements for Chairs were forthcoming then the PFSA would have to fold. Agreed to development communications which would focus on what would be missing if we have no PFSA to raise funds for the school community.
- There was a discussion around challenges of promoting the PFSA and drawing in volunteers. Consensus that it is easier to ask for volunteers for smaller tasks rather than being responsible for larger events solely. Rachel S suggested that as a new parent, the first term is communication overload with the aim just to survive so capacity to understand the PFSA and roles is challenging. Suggested that it could be useful to ask parents to complete a 'skills offer' template to enable the PFSA to have a list of willing volunteers to call on. To also continue to put call out on the class rep whatsapp group.
Action: Alex to follow up with Rachel S further about the 'skills offer' template.