

Meeting Minutes

Date: 24/01/2023

PfSA termly meeting

Present: TC, AS, LL, AS, CL, KW, SR, RR,GS,HM,PW

Apologies: MW, AG, CM, LA, EP, AM, MG,

Accounts overview. KW

As of sept 22 the bank balance was £17000.

Funds raised: £5500 events income

£2600 other sources including Christmas cards (£1132), Christmas tree (£250), Matched funding from Anthony on dads BBQ – c£800 from Barclays, 2nd hand uniform, lottery and easy fundraising.

We must make more of a push on matched funding across the school.

Net raised amount: £8100

Allocated money:

£100 per class for curriculum support

Infants reading books-£2000

Recorders- £180

Allotments: £2000 further plot development-TC confirmed fencing has been completed. Further work required to provide seating for 30 children to be able to take whole classes up.

See Financial breakdown for further figures and details.

Extra expenses: 2 new gazebos-good investment.

Sum up machines x 3-worked well at the Christmas market. Will be used at other events.

Other funding requests:

Well being garden

Stage lighting (TC subsequently confirmed this would be funded from another pot)

Willow Tree project

AS: We do need to spend the money in the bank on things for the children. People spend their money at the events and should see it being used. All agreed.

Suggestion that Key stage 2/Juniors would benefit from something in their outdoor space. School team to have a think about some ideas.

Christmas Market KW

Raffle made £2100!! Great result.

BBQ was a big earner at £778 which was then matched by Barclays

Pizza from Stretched and Fired -donated £100.

Entrance £520

Bar £322

Choc tombola £420 and bottle £430 Both continue to bring in good amounts and have no incurred costs.

Santa is a free offering but incurs cost as we buy books. All agreed that we should continue to offer this at no cost.

External stores £275. Less than previous years possibly due to Etsy market being on same day.

Overall figures were comparable to last years. The fire alarm towards the end of the market event may have had some effect on sales.

Feedback survey: KW

Only 35 responses. 5 of which were PFSA core team. This should be pushed more to get further feedback. When the reminder to complete it went through class reps there was more uptake.

88% of those surveyed felt that the Market was either 'Excellent' or 'Very Good' as an experience

Positives:

Great fun atmosphere, everyone enjoying themselves, costing was fair, BBQ super quick and tasty, fun family day, Kids enjoyed working on the stalls,

Negatives:

Not enough fun things for the children to do, more craft for them, would be nice to have stalls selling things the children have made?, Queues were too long-specifically the choc tombola, not enough vendor variety, yr 6 Children sign up for stalls without checking with parents.

TC: There was an issue with the Henna and one child. This is being handled between the parent of the child and the lady who runs the henna stall. Plan for future events: Parents need to provide at least verbal consent at the stall, care instructions to be provided to avoid any further issues.

Changes on choc tombola -split to 2 queues, change the way we run the tombola -pick tickets and move along to another area to get prizes to keep the flow.

Maybe a colouring competition next time, pocket money stall but to avoid items which are not eco-friendly e.g not all plastic toys, more for the children in general.

RR mentioned Merrist Wood Fleecy frolics show last year had circus games and entertainers. All agreed this would be fun-possibly good addition to the summer fest.

Disglo

Date to be 17th March. This would be a celebration of St Josephs day which would be on the Sunday. Coincidentally falling on St Patricks day. The date is dependent on a potential school site booking and availability of the DJ.

Usual format: inside and outside event. Disco inside-TNT Parties if available -CL to check and book if possible.

Outside to play the schools PA system music.

Bar, BBQ, merchandise, glow facepaints?, ice cream van, waffles and Sweets for sale.

Gemma S to do marketing now that we have the date. Just need electronic flyers and bid posters for notice boards but not doing a bag drop.

TC mentioned an ice cream company has emailed the PFSA email account-CL to check.

Will offer pre book tickets as well as buy on the door as previous years. Front entrance to have alphabetical lists for checking of pre booked and more then one queue to keep flow. Entrance will be managed by staff.

Merchandise to include bright toys. No whistles or loud sound makers. Agreed that the children really love it all.

Social story will be done in advance of event and a quiet space will be organised and offered.

Sum up to be used on merch, entrance? Bar? Bbq?

Separate meeting will happen to plan event. CL

Projects:

Well-being garden. Ideas coming from the school council. They would like a swinging chair, a pond and ??.....

Initially offered £2000. The plan to focus on some planting and seating to start with. TC would like to reorganise the fencing in that area to join it to the junior playground rather than just being a reception area.

There is a long term plan for the whole area to make it work so development should have this in mind.

Stage lighting: Julie Galvin is sorting. The money is now coming from a different 'pot' but if they choose an expensive option they may need to request for some funds from PFSA pot. This is a work in progress.

AS suggested new staging.. quieter and easier to store perhaps. Existing staging is heavy, awkward and noisy when the children walk on it.

TC confirmed that spec should include size of kit, be able to be stored away in the cupboard etc. AS suggested a retractable stage for alter area of hall?

This needs research before taking further.

Junior areas. TC would like some natural play areas, dig areas, better play area.

Allotment updates. TC speaking with Jonny Lewis regarding revamping and instigating a seating area. Focus on reusing and recycling materials such as pallets.

Willow Tree: still needs ideas. AS thought about using sleepers, paths representing the way, the truth and the life. PW suggested to involve Merrist wood as a possible design project for their students.

All agreed that if we can use this space as a possible additional outdoor classroom area for the children and improve its appearance and use for parents at pick up then its worth spending more money. Vote taken to increase to £10,000. AS and CL to coordinate design ideas

Need to put together some design proposals and present to school team.

Other Business:

We have Charity Status. This should be used to increase our fundraising capacity and opportunities.

KW if we can set up a go fund me page or similar then people might choose to donate and do gift aid. This can only happen if there is no exchange of services or commodities. So would be separate to events. If we can get a QR code then this can be sent to GS and a flyer can be made up to be displayed at events/ around the school / publicised.

PW supermarkets etc often give items to charity for a significantly reduced rate so we need to be asking for our events.

Supermarkets also do charity token collections so we could try to be entered into that?

Kings Coronation:

LL suggested booking ice cream van for the Friday 5th May afterschool to celebrate? Votes yes to go ahead and book. TC and AS stated that they don't have any specific plans yet for celebrations- awaiting DofE to give advice.

Summer fair:

1st July.

Change to usual set up.

LL has found a band for £500 for 2 hour set. All agreed we should book.

Plan for a relaxed feel, less stalls, circus games, BBQ, bar, picnic blankets. Inflatable darts board LL already booked. To add bouncy, ?dog show?

We need lots to keep children entertained in light of Christmas feedback. ? petting zoo area. Last year the school council did a small treasure hunt -thoughts to make that bigger?! Question of choc and bottle tombola.

2nd hand uniform: need to clear whole shed of stock-get rid via tip or fabric recycling. Sonja happy to continue managing. SR to send wording to TC about quality of donations-no rps/tears/stains etc..

Need 4 new grey boxes. Not going to use the laundry bin idea now.

New notice boards required-weather proof!! CL to source and purchase.

Shed -PW to sort new lock and fit.

END OF MEETING

