

**Minutes of the Parents and Friends Association AGM held on Wednesday 01
May – 113 Main Street (Helen Wilson)**

Welcome and Apologies

Present:

Debbie Twigger

Sarah Vogt

Jennifer Kirkley

Lorna Lovell

Helen Wilson

Jos Smith

Guest: Helen Richards

Apologies:

Alison Vincent

Jo Dalziel

1. Review Minutes and Actions from meeting held 13 February 2019

Sarah read through the Actions and it was agreed by all that the minutes from the last meeting were correct and could be published.

It was confirmed that minutes and treasurers report are to be sent to Liz Dormor and Mr Des Harrison to upload to the website. Des to email a copy of the minutes only to all heads of department.

Helen Wilson shared details of the Barn Dance in Woodford on the 18th of May – all welcome at a cost of £ 18.00 per person.

My Donate – Sarah to continue to investigate and feedback

Communication – The PFA would like more involvement and support from Staff and Student council. It was mentioned again that it would be a good idea to have some school representation at our PFA Meetings.

100 Club – Drawn in School today by students in the Hub: 1st – 30 , Rachel McBurney, 2nd – 113 Lisa Holmes, 3rd – 76 Carl Seymour

Grand Raffle – Very slow this year, sitting at £ 404 profit to date, last year £ 1290 was raised. Please chase friends to get their returns in and sell as many as we can. In future it was suggested we earmark more events where we can sell them (eg: Parents evening?). Could the school perhaps assist more with tweets and Social Media to increase the sales.

Spring Showcase – It was agreed that another approach needs to be discussed to ensure shorter queues and less confusion with pricing. It was suggested that having a couple of smaller Thermos Flasks could assist. Perhaps just doing wine and soft drinks would be easier than Tea/Coffee? Adding a contribution to PFA refreshments on to the concert ticket price is not preferable for the music department and they would prefer to keep it separate.

Book Fair – Jacqui to reserve and co-ordinate the book fair in future. If she needs volunteers to assist the PFA would be happy to help.

2. Future Fundraisers

Summer Barn Dance/Harvest Festival – 12 October 2019

With this event we aim to raise £ 4000 based on 150 people attending

Venue

Barnwell Village Hall – Full. The Plaza is available at £ 12.00 per hour and has a capacity of approx. 100 people for sit down, more if standing. A good venue as it's central with parking. The Band could be on the stage and an outside area could be set up for food.

Action – Jennifer to book Plaza from Saturday 09h00 until Sunday 12h00 and try to negotiate a special set up/clean up price or a special charity rate.

Band

Jennifer has booked the Band at a cost of £ 300 for the night

Action – Jennifer to check band program and dietary requirements and number of band members to cater for.

Action – Jennifer to get dimensions required for dancing space.

Food & Bar

Helen Richards suggested a number of Food Ideas, for example Jacket Potatoes, Curry and Rice, Pulled Pork Buns etc..

She can also arrange to run the bar on a Sale and Return basis and would arrange liquor license. She also has access to high tables.

Food could be set up outside or alternatively could go around on trays?

Food to be included in the cost of the tickets.

Non-alcoholic and Alcoholic Frappe's or something similar to be served at an additional cost of £ 2.00. Ideas welcome to bring in extra money.

Action – Helen Richards to provide quotes on food and bar based on 150 people attending

Cost

£ 18.00 per ticket including food. Dietary requirements can be pre-booked but if tickets are transferred this cannot be guaranteed.

Invitations

Action – Helen Wilson to approach Becky King to assist with invitations. Times need to be decided on. No more music allowed after 23h30.

Helpers

Helpers would be required to set up/clean up as well as husbands.

Action – Sarah to update the Volunteers list and suggest we request helpers on the PFA Facebook page

Skills Auction – 12 October 2019

Action - All PFA members to provide 5 business names to Helen Wilson to whom we could approach to donate a service or prize that can be silently auctioned. Photographs to be taken of each donation. Helen mentioned we need to be careful of the type of skills/prizes offered to minimize our responsibility.

Table Sponsorship was also discussed, it was suggested we could charge £ 50 per table to promote Local Businesses. Mindful not to clash with existing sponsors of our awards evenings?

Action – Helen Wilson to co-ordinate list and contact sponsors, drawing on her existing list for further contacts.

Action – Volunteer required

Letter to be drawn up and distributed to parents/staff to show what the funds raised by the Auction will be used for.

3. Fun Day – 24 July

Budget - £ 1500

It was decided that this should be a fun day and rides/stalls to be free. The focus is not to raise money however the Ice-Creams would still need to be purchased other than the 'free ice-creams' given to the winning team.

Mr Kennedy and Miss Wood are in charge of the Rewards Day

Debbie confirmed that King Bouncelot has been booked and deposit required.

Mr Riley to be approached about setting up the climbing wall.

It was agreed that more effort needs to go into the stalls, and they should be free of charge? Perhaps a competition with a prize for the best stall?

Ice Cream Van – Has this been booked?

Action – Jennifer to confirm date to meet and finalize arrangements.

Action – Lorna to pay deposit to King Bouncelot

Action – Debbie to negotiate a discount on the ice-cream or percentage of the profits. Last year cost the PFA approx. £ 500.

Action – Jennifer to ascertain if the numbers of students who get extra time and free ice-creams will be more this year if additional students are going to be given access to the extra time?

6. Treasurer's Report - Attached

- It was confirmed that the 100 Club is drawn in advance to ensure all money raised/paid out falls into the current year
- Forecast on number of new Cups and Prizes required for upcoming awards evenings – **Action - Jennifer to ask Liz Dormor**. It was suggested that we increase sponsorship from £ 60 to £ 100 for next cycle
- No repayment of the trampoline loan. **Action – Jennifer** to email Mr Owen to follow up on the £ 850.00 owed to the PFA
- PFA T-shirts for sale at a cost of £ 7.92. PFA bank details have been advised on what's app group for those that have already taken theirs.
- Internet banking was discussed and although this would be preferable, Lorna was hesitant due to the security risks.
- Lorna shared with us a few spreadsheets to cover all aspects of the finance, it was agreed we all like the last spreadsheet. All three sheets to be uploaded to the website.

7. Change of Treasurer

Lorna Lovell has taken over as Treasurer. Sophie Maslen and Lucy Horne to be removed as cheque signatories and Sarah Vogt to be added in addition to Lorna Lovell and Jennifer Kirkley.

8. PWS Wish List/Requests for funding

No new requests have been made for funding. Alison to confirm nothing has been received on the general email?

The items purchased for the well-being room were a mood lamp, paints and brushes at around £60 which have now been handed to school for Mrs Burnett. Jennifer has also been successful in getting a diffuser and oils donated by a company in Northants.

9. My donate

Action – Sarah to investigate alternatives

10. Dates for the Diary 2019

08 July	Sports Day
24 July	Rewards Fun Day

Date of next meeting: Wednesday 19 June - Talbot hotel at 19h30
Sarah to try and book a table.