

**Minutes of the Parents and Friends Association AGM held on Wednesday 27
March 2019 – Talbot Hotel**

1. Welcome and Apologies

Present:

Debbie Twigger
Sarah Vogt
Jennifer Kirkley
Alison Vincent
Lorna Lovell
Helen Wilson

Apologies:

Liz Dormor
Caroline Ellis
Jos Smith
Becky King

2. 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.

Debbie fed back on the success of the Cry Screening Event that was held on the 15th of February at the school. (Please find attached Cry Financial Statement). She advised we have a credit of £ 150 which will be kept for any future Cry Screening events. It was mentioned that in future we should allow a lead time of at least a year for bookings and perhaps one towards the end of the School year would be better attended. It was also suggested that it could be opened up to the community earlier after giving preference to Prince William Students. Liz Dormor would prefer for it to be held out of school hours. Helen Wilson offered to facilitate the event.

Action - Debbie to advise email address of person responsible for uploading them on to the PWS website.

Action – Sarah to email previous minutes to the Heads of Department

Communication

It was suggested a Welcome Letter to new parents be done to assist in communicating upcoming events. Currently communication does go out via Parent Mail, the School Calendar and Newsletter but it was felt that events could be better advertised.

What's app groups are working well for general communication. Should any changes to the groups be requested, please contact Sarah Vogt.

PFA email address

pwspfa@aol.co.uk – Monitored by Alison Vincent

Funding requests

pwspfafunding@aol.com – Monitored by Jennifer Kirkley

2. Book Fair

Not as successful as previous years, mainly due to a lost day when the library was used for inoculations. The £ 300 mark to qualify for free books was not reached. Jacqui happy to book & facilitate and hopes to do two a year with the support of the PFA to assist.

4. Future Fundraisers

Grand Raffle - 24 May 2019

Tickets have gone out to students and all members to try and sell as many as possible as we don't have the Quiz Night this year to accelerate sales. Head Boy and Head Girl to draw the prizes on the 24th of May 2019.

Summer Barn Dance/Harvest Festival – October 2019

It was decided that it was too early to try and arrange by June and was suggested a combined Barn Dance and Skills Auction to be held in October. Dates proposed were the 15th of 19th of October.

- **Action – Helen Wilson to share details** - All invited to the Barn Dance in Woodford on the 18th of May to get ideas.
- **Action – All** Possible Venues to be explored. Barnwell could accommodate approx. 115 people. Costs to be explored , £ 150 was suggested as a reasonable cost?
- Helen Wilson has access to a Marque which could be used at the entrance with drinks
- **Action – Helen Wilson** to be contacted to get an idea of costs for Bar and Food to get an idea of how much we should sell tickets for. It was suggested in the region of £ 15.00 - £ 20.00 depending on what is included.

Skills Auction – October 2019?

It was suggested that we could hold the Auction on the same night at the Barn Dance as a trial run.

Action - All PFA members to approach 5 businesses to donate a service or prize that can be silently auctioned. Photographs to be taken of each donation.

5. Fun Day – 24 July

Last year cost approx. £ 1170.00.

Action – Jennifer to arrange a date to speak with Amelia Wood and Mr Kennedy who are both on the committee to confirm times that equipment is required and further information of what is required of the PFA.

It was suggested that the Rodeo Bull be replaced with something else that can accommodate more children. Perhaps a surfboard?

PFA would like one representative on the school committee to ensure continued communication.

It was agreed that more effort needs to go into the stalls.

6. Treasurer's Report - Attached

7. Change of Treasurer

Lorna Lovell has agreed to take over as Treasurer and will meet with Jennifer this week for a handover.

7. 100 Club

Numbers were drawn for April 48, 2, 35

8. PWS Wish List/Requests for funding

It was confirmed that funding form must be used with as much detail as possible and submitted via the dedicated email.

EAL Translator Equipment –

It was agreed that it would be best for one translator to be purchased or loaned as a trial before any commitment is made.

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 01 May - Helen Wilson has kindly offered to host at her hours, 113 Main Street NN143EP at 7.30pm.