

# Minutes of PFA meeting 26th February 2025

1. Present- Sam Hayes Emma Holland Dana Buda Ronnie Cook. Apologies- Hannah Ismay Jess Green Gemma Prescott
2. Minutes from last meeting, – Sam went through the minutes. Jess G confirmed that the secondhand uniform list got put on dojo. We spoke about world book day and that we will need some more books for the older children. The plastic boxes will need labelling and then all the boxes putting out on the Thursday 6th March.
3. Finance/supermarket funding update-Ronnie to check on receipts that haven't yet been paid. Ronnie to chase up the Christmas cards money we received from last year - maybe Kate has the paperwork?Sam to send Ronnie the paperwork for the £50 donation from Baebergh mid Suffolk. Tesco funds are up and running. It is on in Stowmarket store until the end of March. There is an option for an AI simulated video that Jessica Ennis Hill will promote the school. Ronnie to look into how this works. Ronnie is working on the safeguarding policy.
4. Post box- Sam will order this and get the School to put it up outside the main office near the noticeboard. It needs to be a combination lock so everyone on the PFA can get access to it rather than having a key. It also needs to be a decent size. Sam will look into sizing and costs, etc before ordering and to check with the school that size selected will be ok. Possibility of sourcing a secondhand one, maybe
5. Requests- we spoke about creating a form that the school can fill in when requesting any money from the PFA. This will then make things clearer and easy to manage/approve and to see what is being asked for. Sam to ask Gina if she can put together a form for us to use. There may even be a blank template on Parent kind that we could use
6. Calendar- plants for the summer fair. If we are doing these then they need to be starting to grow now. is it too much effort for the money we make on them? They are hard to transport to these events. We could always sell plants early in the year or a cake sale.? Should we scrap selling plants from the summer fair event? We could always ask local garden supplies for donations of plants, which means less work for the PFA to get the plants ready. Emma to sort a poll on the helpers group for cake sale on the 14th March, Easter hat Parade on the 4th April and chocolate bingo on the 28th March. Non-uniform days.- Sam will discuss dates with Lee for break the rules and donations for summer fair. Can Lee think of any more rules to break?!
7. Easter hat Parade has been confirmed that it'll be on the morning of the 4th April. We will sell refreshments if we have enough helpers.
8. Easter chocolate bingo- Emma to create the poster and get this sent out ASAP so we can start gathering numbers of people attending. We could have word searches that the children can complete. those children that complete it will get a chocolate. We tried to work out the odds of how many people will win what's the same line . Discussed making six hampers and one box of celebrations as spare as prizes for a full house. We will need a float for the raffle and refreshments. Emma to look into buying dabbers. We could ask coffee craft & moore, the Angel and the rampant horse for vouchers for a desert/cake for raffle prizes.

9. Summer disco 4th July - Cat has stepped down from this so we need someone to take this on. Sam to ask Casey if she would like to do this. If not Emma and Dana could manage this. We will need to ask the teachers if they'd like to volunteer to help and check we have first aid trained staff.
10. Summer event, 14th of June- we need an owner for the summer event (Dana or Casey?) then that person needs to decide if it's going to be the usual format or a colour run.
11. Curry night- Sam to suggest a few dates for a Curry in the summer as she cannot make the current date that it has been suggested.
12. AOB- date of next meeting- 24th of March a.m. in school after drop-off. Friday, the 2nd of May 9 am.