

Minutes of the PFA meeting held at the Angel café at 9 am on the 10th of January 2025

Present

Emma Holland Sam Hayes Dana Buda Gemma Prescott Ronnie Cook Lee Abbott and Jess Bletchley

Apologies

Jess Green Hannah Ismay Chantelle Barber Cat Short

Previous minutes

These are all okay as it was just discussing the Christmas fair

Second hand clothes uniform

Chantelle to share current secondhand clothes uniform list to Jess. Jess to upload list to dojo Facebook class WhatsApp chats. Going forward the school will now sort all the uniform in school. This is not for the PFA to do now

Chocolate bingo

The date proposed for this is Friday 28th of March. Sam to contact Joy (the contact of Christchurch Hall) to get this booked in the diary. Christchurch Hall is ideal for the chocolate bingo as it has the kitchen at the back so we could sell tea or coffee or have a bar or fish and chips/meal. If we have a bar, do we need a license? We would hopefully get this venue for free as we are a charity. We could approach local businesses for donations of chocolates. Maybe charge £5 for a family ticket. The PFA could buy a load of Dabbers then could sell them at the bingo hall for a profit? Non-uniform day on the 14th of February in exchange for donations of chocolate for the bingo. Emma to take the lead on this event. Emma to create a sub group of helpers. If we include food on the night, we have suggested a time of 5 pm so it runs over teatime then the kids can be involved in the bingo game. We could also do a raffle on the night and we wouldn't need a gambling license as we'd be selling tickets on the day and not in advance.

We would need to source some sort of bingo caller. Lee has offered to be the bingo caller. Emma does own an electronic bingo caller but not sure it would work as it's specific to its tickets . Emma to check with her mother-in-law if she has a manual one. If not Lee suggested a lot of care homes have bingo callers so we could ask to borrow one. If not Sam had been speaking to a guy who runs the carnival in Stowmarket who supports local charities and they may even have a game we could borrow.

Cake sale

Donations from EYFS, year one and year two week of the 20th of January. Emma has put a poll on the helpers group to decide a date. Jess to then put this date on dojo once we know.

World book day

This is on the 6th of March. Children have to dress up as a character from the selected book. teachers will advise this to parents.

Every child in school gets to take a secondhand book home, therefore we need donations from parents. Jess G to make a plea on dojo for donations of books. Books need to be brought in to school on the 31st of January. A reminder note can go out on dojo on the 27th of January to remind parents. Jess B and Emma to check the stock of books in the shed. Dana also said that there are cheap books for sale in the library which we could always buy if we are short on donations from parents.

Jess B suggested doing a read -athon or some sort of activity over 2 1/2 week period that the children can raise money for the school library. To raise awareness of reading is always a good thing. We could create a simple text sheet of how many books children have read or a bingo style card where the children read the book with a torch or a book with a red cover, etc . Any child who partakes in some sort of activity to raise money will then get the chance to win a prize. All forms will get put into a hat and you can have a first second and third winners. It was suggested that having an electronic payment might be better for this fundraiser.

Tesco funds

Ronnie has applied for our school and this is started now. Jess G to notify parents on dojo that if they shop in Tesco's to make sure they put the coloured coin into the Bosmere slot.

Summer disco

Cat Short to lead on this? The date will be the 4th of July. This needs booking with Bertie Bassett disco. Cat to book this in

DBS/first aid

We have decided that all committee members need to be DBS checked. Jess G to coordinate the remaining members that need to sort this out. We think this is just Ronnie, Jess B and Jo Self. instructions on how to get your DBS could be put on the website to make people understand it's quite easy to do

First aid

Sam to ask Sara F for a list of employees at the school that are first aid trained. For our PFA events, we could then ask these teachers if they would volunteer at our events. Emma Hannah and Jess G are all first aid trained too

Safe guarding

Emma Dana and Gemma attended the safeguarding training this week. We can feedback to other committee members the things that need to be looked out for and if anybody notices anything at our PFA events they can come to Emma Dana or Gemma who will then liaise with the schools DSL. Ronnie will write a policy for the PFA to align with the school policy. There will be a clear pathway for a referral process. We have been given the forms which we will keep in our PFA folder if we need to use these.

Summer fair

Saturday, the 14th of June

Colour run instead of fair? Need to decide on location as running around the mugga probably would not work as it's too tight. Could it be done on the playground? or middle school field? Staff/volunteers to throw the paint at the Children.

We could still run a few of the high earners that we have at the summer affair to boost profits like the bar , raffle tickets, Sweetie tombola. Ronnie to check what the high earners were at summer fair

Adults will supervise their children. Children could pay to enter the colour run and also have a just giving page for relatives to sponsor the children.

We need to get a lead on the summer affair anyone willing to take this on?

Finance

£3000 to spend on electronic items at School

Lee to remind teachers about the £10 per child for trips

Co-op funeral funds- need to apply around May to request funds. Money has to go towards an ongoing project in school so need to have a think about this. Ronnie and Dana to look into filling out the forms online.

Debrief on Christmas fair

Need to get a separate meeting to debrief on Christmas fair

Some things that came up from discussion though where the fire regulations as the hall was very packed. Lee will check what the actual fire regulations are as it changes when you have chairs/tables/buggies.

Possibility of looking at a different venue for next year, however we need to check our insurance cover different venues

Lee to thank Sarah F for the purple lanyard that she created this was such a great help on the day

Ronnie discussed a few of the big earners which were the water wine stall, the box surprise stall and the toy and sweetie Tombloa also did well. We did better than last year, but we had increased the cost of the tokens so this worked well.

Jemma and Jess B noted that they struggled for change on the refreshments. Ronnie to note for next time that we need more change. They also said we needed a better signage for the refreshments as mulled wine didn't really get drunk and was wasted. The donations from the co-op didn't really go either and got wasted. The different pricing for the different drinks was also tricky to manage.

Note for next time to ask Lidl in advance of the Christmas fair for any donations they could give us

Curry night for all PFA members 9th of July

Tea towels/coasters

Discuss in the next meeting Hannah is May to take the lead?

Non-uniform days

14th of February for donations of chocolates for the chocolate bingo

16th of May for break the rules day. A cake sale same day. Has Lee got any other suggestions on the breaking the rules? Any new ideas? We have found this has come a bit stagnant possibly from having the same rules for the last four years.

6th of June? Date might have to change due to the residential but this would be in exchange for summer fair donations. Sam to doublecheck this date when we know what we would want for donations nearer the time.

Jess G to put a reminder of dates coming up on dojo. Sam will update the calendar with parent friendly version and Jess can use this to make it look pretty

Next PFA meeting will be the 12th of February 2 pm in School. Sam to book a room in the school.