

## St Chad's Primary School PFA

### Minutes of meeting held on Friday 14<sup>th</sup> October 2016.

#### Present

Mrs Nicola Machin      Mrs Margaret Kirkham  
Mrs Helen Walton      Mrs Alyson Copestake  
Mrs Clare Gould-Smith      Jenni Spangler  
Louise Hunt      Abigail Cooper  
Rachael Turner      Jason Simpson  
Joanne Simpson      Dawn Hand

#### Apologies

Miss Clarke  
Miss Sitdown  
Mrs Tina Sherwood

1	An AGM was held where Mrs Margaret Kirkham was elected treasurer and Mrs Nicola Machin was elected as secretary.
2	Mrs Margaret Kirkham gave a short report on 2015/2016 finances . Raised £3437.39 Expenses £3824.66 Balance remaining £3133.16 Most of last year's money was spent on the KS1 play equipment.
3	Christmas Fayre.      Friday 2 <sup>nd</sup> December starting at 3:20pm <ul style="list-style-type: none"><li>• Louise Hunt volunteered to be publicity officer and create a poster for the event.</li><li>• Jason Simpson volunteered to be our Father Christmas.</li><li>• Clare and Alyson volunteered to set up and run the Santa's Grotto on the day.</li><li>• Helen, her husband and Rachael volunteered to run the cake stall.</li><li>• Louise and Abigail volunteered to run the raffle.</li><li>• Jenni and Dawn volunteered to run the Tombola stall.</li><li>•</li></ul>
4	It was decided that books would be purchased for the Christmas Fayre Santa gifts and Chocolate lollies for KS1's Christmas gifts. Books have been already purchased and wrapped for Nursery and Reception by Rachael. KS2 will have their usual Christmas party, where drinks and snacks will be provided by the PFA. Joanne and Jenni volunteered to wrap the books and lollies.
5	Mrs Nicola Machin and Mrs Margaret Kirkham to address following points raised: <ul style="list-style-type: none"><li>• Ask Miss Clarke if the classrooms in the corridor could be made available on the afternoon of the Christmas Fayre for some of the stalls, so that it is less busy in the hall.</li><li>• If we could use one of the classrooms in the corridor as a pushchair/pram park.</li><li>• If Mrs Wilshaw would be able to put on hot food. (Hot dogs and chips).</li><li>• If the school choir would be able to sing a few carols from the stage to open the event.</li><li>• If any members of staff could run the tea and coffee stall.</li></ul>
6	A suggestion was made to make a one way system along the corridor and around the hall, entering at the front and exiting at the stage end of the hall, to try and improve the flow around the event.
	<b><u>Dates for the diary:</u></b> Thursday 1 <sup>st</sup> December at 3:20pm- all are welcome to come and help label the Tombola items.  Friday 2 <sup>nd</sup> December from 1:15pm -setting up the event.  Thursday 15 <sup>th</sup> December-discos