

St Chad's C.E. (C) Primary School

PFA.

Friday 9th June 2017 @9:00am

Minutes of meeting

Present: N Lovatt, M Kirkham, Alyson Copestake, Clare Gould-Smith, Jenni Spangler, Joanna Simpson, Abigail Cooper

Apologies: Jason Simpson, Karen Mc Barrons, Dawn Hand, Rachael Turner, Helen Walton, Cara Price, Louise Hunt

1	Minutes from the last meeting.	No matters arising.
2	Summer Fayre. <u>Friday 30th June at 3:20pm</u>	<ul style="list-style-type: none">• <u>PFA stalls.</u> Tombola- Jenni, Dawn, Louise and Abigail. Bouncy castle- Raffle- Cake stall- Cara and Joanna. Hot drinks- Clare and Alyson An e-mail will be sent out to all members, who could not make the meeting, to see if they can help on any of the PFA stalls.• <u>Organising and running the raffle.</u> A request for donations will go onto the Summer Fayre letter. Tickets will be sold on the night only. It was suggested we try and sell in two different places on the night.• <u>Tombola</u> A request for donations will go onto the Summer Fayre letter. Ticketing the tombola will be done on Thursday 29th June at 2:00pm. Margaret to book spare classroom.• <u>Food.</u> Mrs Wilshaw is yet to confirm whether she can help us with the food. Chips and hotdogs were decided as the best options to offer, as they are popular and easy to prepare.• <u>Shopping.</u> Margaret and Nicola will do the shopping for the event.• <u>Posters.</u> Louise has very kindly offered to do the posters for the event. Nicola will send all the details to her.• <u>Setting up on the day.</u> Anybody who would like to help set up the event should come to school at 1: 30pm on Friday the 30th. Nicola and Margaret to draw up plans for an inside and outside event.• <u>Summer Fayre letter.</u> Nicola will put together a letter to be sent out to the whole school on Friday 16th June.• <u>Risk assessment</u> Margaret and Nicola to write a risk assessment and distribute before the event starts.
3	Disco	Date and times are yet to be confirmed. We may have to do the music and lighting ourselves, as we are unable to book our usual disco people.
4	Any other business.	Many of the PFA members said that any future fund raising events should involve the school's children as the parents/guardians seem to support these events more.
5	Date for next meeting.	Our next PFA meeting will be held at the start of our new school year in September. Date to be decided.