

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

PFA

Friday 17th November 2017

Minutes of meeting

Present: Joanna Simpson, Margaret Kirkham, Louise Hunt, Abigail Cooper, Clare Gould-Smith, Cara Price, Helen Walton, Dawn Hand

Apologies: Jason Simpson, Alyson Copestake

1	Donations	Joanna advised that a number of companies had been contacted for raffle donations & we have been given 2x complimentary passes for Super Play Factory & Just Kidding, a £20 gift voucher for Stoke Ski Centre, a cheese hamper from Lactalis McClelland & a gift voucher for an after school club from Premier Sports. This is in addition to any other donations from parents. Louise suggested contacting Waterworld & Joanna said she would do that. Abi offered to speak to a photographer to see if they could donate a voucher. Margaret offered a coffee machine that had been given to school but is not required. Louise, Abi, Cara & Helen volunteered to sort & price the Home Bargain items for the Pop Up Shop on Wednesday 22 nd November. *Update – this to be done in the spare classroom in the main KS1 building*
2	Christmas Stalls Fayre	It was agreed that we would not offer hot food this year due to wastage. Margaret to chase the class stalls & then we would meet on Wednesday 22 nd November at 10.30 to agree the floor plan. PFA stalls: Tea/coffee – kitchen * Update – no tea/coffee to be offered, unable to man stall. Grotto – Clare & Joanna Raffle – Cara Tombola – Dawn & Jenny Pop Up Shop – Louise & Abi Cakes – Helen & John Father Christmas - Jason Presents from Santa – Margaret to review what we have & organise with Joanna. Abi mentioned that The Works had a book offer on. Joanna & Margaret to look at this. Louise has designed the posters. These to be copied and put up. Christmas Fayre is on Friday 1 st December at 3.30pm to 5pm. We can access the hall from 1.30pm to set up.
3	Christmas Letter Fayre	Joanna to arrange for the parent letter to be sent out next week with specific schedule for donations. This to also include a reply slip asking for helpers on the day.
4	Availability to help label tombola items	It was agreed to do this the afternoon before, Thursday 30 th December, at 1.30pm in either the ICT suite or Mr Hobson's classroom. Joanna, Margaret, Helen & Dawn volunteered to help with this.
5	Future events: Discos & Christmas parties	Discos – Joanna is awaiting confirmation from Miss Clarke but we believe we'll be able to go ahead. Proposed date is Thursday 14 th December at the earlier times. Joanna, Louise, Helen, Clare, Margaret & Cara volunteered to help with the EY/KS1 disco. Cara & Margaret volunteered

		<p>to help with the KS2 disco. Letter to go out & include request for parent helpers. * Update – it has now been agreed that we are not going to hold the discos this year as it is too busy.</p> <p>Christmas parties – Thornton’s chocolate lollies or books? It was thought we provided lollies last year. Margaret to speak to EY & KS1 staff to see what they would like. * Update – books have been requested.</p>
6	Any other business	<p>New members – Louise raised that we need to look at recruiting new members for the future. Joanna said that we could speak to Miss Clarke regarding attending the new intake evening in the summer term. We agreed that Louise would create a poster to be placed in the PFA notice boards by the gates. We would also put a request in the newsletter after Christmas & send texts prior to future meetings to all parents.</p>
7	Date of next meeting	To be arranged