

**Roberttown CE (VC) J & I School PFA**

**Minutes of the meeting held on 26<sup>th</sup> September 2017**

**The Star Pub, Roberttown**

Present: Louise Wood (LW), Steph Mott (SM), Sarah Gore (SG), David Hall (DH),  
Cathy Scott (CS), Emma Frankland and Anna Walsh (AW).

Apologies: Louise Laing-Cole (LLC), Amy Robinson (AR) and Sam Laycock-Smith.

**1. Last Meeting**

The minutes of the meeting held on 10<sup>th</sup> May 2017 were agreed to be a true record. There were no matters arising.

**2. Resignation/Election of Officers**

Thanks were extended to all the current PFA Officers for all their hard work and commitment over the year (Chair Sarah Gore, Vice Chair David Hall, Treasurer Louise Cole and Secretary vacant). Additional thanks were expressed to all PFA members for attending meetings and helping with planning/preparation and organising events over the last year.

As was required at the AGM, all officers stood down and a new committee was formed for the coming year:

Sarah Gore will not be able to take the role of Chair again this year due to work commitments and relocation. Sarah is happy to be involved & help with the handover/transition with a new chair until her relocation. The role of Chair remains unfilled and details of the role would be in the newsletter. Sarah will shadow during this time.

David Hall agreed to stand again for Vice Chair and after being nominated and all in agreement, took on the role for another year. It was agreed to pre set dates for all future PFA meetings for the year 2017/18 around school events, for David to be able to attend. LW to look into it.

Louise Cole had contacted SG before the meeting to agree to stand again (due to new work commitments the floats would be arranged at a different time approved by LW & SG) for Treasurer and after being nominated and all in agreement, will take on the role for another year.

Anna Walsh has agreed to take on the role of Secretary, so was nominated and elected after all in agreement.

### **3. Treasurer's Report**

Louise Cole had forward the treasury report to Sarah Gore. SG circulated the financial report for events held from Sept 2016 to July 2017. Similar income to previous years was reported. The balance of total profit was £5,327.45 which was a fantastic amount of fundraising. Huge thanks were expressed to everyone involved in organising and supporting the PFA events held over the year. £5,085.75 has been donated to the school and the school has sent a massive thank you to the PFA for this. Thanks were also extended to LC for preparing the financial statement.

### **4. Review of Recent Events**

#### **4.1 Mother's & Father Day gifts**

Initially a big outlay as indicated in the treasury report but can be used for other events, will see a return.

#### **4.2 Summer Disco**

This had raised £376.02 and was enjoyed by all the children. Thanks were extended to PFA members who had helped on the day.

#### **4.3 Magic Night**

This had raised £231.86 and had very good reports back from both parents and children, will do this event again.

#### **4.4 Summer Fair**

The total profit from the Summer Fair was £1,694.16 which was a fantastic amount. Thanks were extended to everyone involved in organising, helping and supporting the event.

### **5. Planning of Future Events**

Sarah Gore circulated a list of proposed dates for the year's event

#### **5.1 Coffee Afternoon - Friday 13<sup>th</sup> October**

Opportunity for new parents and old to get involved, a letter for helpers to go out with the school newsletter, LW to talk with Michelle Stanley. The event was explained to new parents at the meeting that it is a timed event with 15 minutes allocated to each year group. Donations of buns and cakes would be appreciated for parents. Invite the church to have a fair-trade stand as previously. A raffle will be done at the event.

Sarah Gore wanted to mention that two raffle prize from the last event from local companies had not been claimed and need to be used before expiry. Michelle Stanley gave a donation for the prizes.

**5.2 Children's Activity Evening – Friday 2nd November**

This event cost £6.00 from 3.15-6pm and includes pack lunches for the children, usual containing a sandwich of Ham, Jam, Tuna or Cheese. For the previous activity evening, these were prepared by SG, AW and MS. Check if they are happy to do this again.

**5.3 Christmas Fair – Friday 1<sup>st</sup> December**

The PFA will meet separately on an ad-hoc basis to discuss any details needed regarding the Christmas Fair. SG to book Santa.

**5.4 Unwanted Gift day**

This was a great success last year and helped with raffles prizes at numerous events throughout the year. Will do it again after the New Year. Also to do again, bring a donation of chocolate for the Christmas fair and bring a bottle for the summer fair.

**5.5 New Year Disco – Friday 19<sup>th</sup> January**

SG to book both the New Year and Summer disco with the usual DJ. SG to pass the contact details to the committee.

**5.6 Race night – Friday 09<sup>th</sup> February or Friday 09<sup>th</sup> March**

Instead of an event in September / October 2017, it was suggested a race night in February / March. David Hall was asked to run the event as he has been involved with them before and agreed. DH will put a draft together of how it will work, timings, costing and how many people needed to run the event. The event will consist of 6 races, raffle and a super.

LW to confirm which date to hold the event, depending on the school calendar.

**5.7 Mothers Day stall at break all week w/c Monday 05<sup>th</sup> March**

More details to follow / discuss at the next PFA meeting.

**5.8 Coffee Afternoon – Friday 23<sup>rd</sup> March**

More details to follow / discuss at the next PFA meeting.

**5.9 Father's Day stall at break all week w/c Monday 11<sup>th</sup> June**

More details to follow / discuss at the next PFA meeting.

**5.10 Children's Activity Evening – Friday 22<sup>nd</sup> June**

More details to follow / discuss at the next PFA meeting.

**5.11 Summer Fair – Saturday 30<sup>th</sup> June**

More details to follow / discuss at the next PFA meeting.

**5.12 Summer Disco – Friday 13<sup>th</sup> July**

More details to follow / discuss at the next PFA meeting.

### **5.13 Games Evening – Friday 28<sup>th</sup> September**

It was suggested that beetle drive is to advance for reception children and was agreed to do a games evening instead. It was decided it was too late to organise it for this September / October, however to plan it now for next year. A date was proposed for Friday 28<sup>th</sup> September 2018, this will give a good opportunity for new parents to get involved/meet up once the new reception children are settled in.

The event will consist of 4 sections, stand up bingo, snake & ladders, quizzes, and another stand up bingo to end with. Food would be served, i.e. hotdogs.

It was suggested that children could come in Pyjamas to help encourage KS2 to come along to the event as well as KS1.

## **6. Any other business**

It was suggested that parents would be interested to know what the future fundraising would be used for and show what last year's donation was spent on. It was put forward that a sticker could be used to identify items to the children that have been obtained due to the donations.

SG forwarded a proposal to maybe set a goal/target for example £6,000.00 that the PFA would like to raise this year which is on display with a thermometer showing how much we have raised so far and updated through the year. This could encourage ownership / parent's involvement more.

## **7. Date of Next Meeting**

No date was agreed for the next PFA meeting to be held at The Star. If required an informal meeting would be held to discuss the Christmas fair later in the term.

Thank you to all attended.