



# St Joseph's Catholic Primary School Parents and Friends Association

## MINUTES OF THE PFA COMMITTEE MEETING HELD ON MONDAY 14<sup>TH</sup> JANUARY 2018 AT 8.00PM IN THE OLD BELL HOTEL, MALMESBURY

**Present:** Christina Morris (CM), Trevor Batey (TB), Katherine Bailes (KB), Theresa Adams (TA), Kate Cloke (CK), Mel Weeks (MW), John Dawson (JD), Fay Cook (FC), Matt Morris (MM)

**Apologies:** Sam Sandilands (SS), Charlie Taylor (CT), Eimear Moloney (EM) Candice Devenish (CD), Michelle Fillingham (MF),

Item	Action
<p><b>MINUTES OF THE LAST MEETING AND MATTERS ARISING:</b></p> <ul style="list-style-type: none"> <li>There were no issues arising or outstanding from the last meeting.</li> </ul>	
<p><b>CHRISTMAS BAZAAR:</b></p> <ul style="list-style-type: none"> <li>CM confirmed that the total raised at the Christmas Bazaar was £3407.01.</li> <li>TB agreed to provide the financial spreadsheet for PFA Members to review. The breakdown of Profit &amp; Expenditure is at Annex A.</li> <li>Charlie Adams was confirmed as the pupil who sold the most number of raffle ticket books.</li> <li>TB will produce a "How To" guide for the Christmas Bazaar to capture the Learning From Experience to benefit future planning. This would be complete before the next PFA Committee Meeting.</li> <li>There was a formal thanks to all the staff and volunteers who helped to plan and run the Christmas Bazaar.</li> </ul>	<b>TB</b>
<p><b>CHRISTMAS LUNCH:</b></p> <ul style="list-style-type: none"> <li>The Christmas lunch was a successful event and enjoyed by all the children.</li> <li>There was a formal thanks to all the staff and volunteers who helped to plan and run the Christmas lunch.</li> <li>The PFA Committee would make a formal list of the food needed, based on the 2018 quantities ordered, to use for planning the 2019 event.</li> </ul>	
<p><b>CHARITIES TRUST:</b></p> <ul style="list-style-type: none"> <li>TB confirmed he had received notification from the Charities Trust in relation to a donor indicating they would like to support the PFA charitable cause.</li> <li>CM confirmed that she had received a cheque for £350 through Vodafone on behalf of David Copeland and would confirm that this is the Charities Trust donation.</li> <li>The Charities Commission details for the PFA held incorrect details for the PFA Charities Trustees. The Secretary was tasked to update the Charities Commission with the correct details.</li> </ul>	<b>CM</b>  <b>CT</b>

<p><b>PARENTKIND</b></p> <ul style="list-style-type: none"> <li>• TB and CM confirmed that the annual Direct Debit for the Parentkind membership had been set up for 2019. Parentkind membership ensures that the PFA has in place insurance for events.</li> </ul>	
<p><b>PROJECT FUNDING:</b></p> <ul style="list-style-type: none"> <li>• <b>Kilvrough Manor Coach</b> - TB confirmed that the Admin Office have sent notification that they have booked the coach for the Kilvrough Manor trip and requested support for payment from the PFA.</li> <li>• The PFA Cttee confirmed that this event is normally funded on an annual basis to help reduce costs to parents.</li> <li>• <b>Proposal:</b> it was proposed that the PFA Cttee would fund the costs of the Kilvrough Manor Coach. There were no objections and this proposal was passed by a majority vote.</li> <li>• CM would confirm costs (c. £860) with the Admin Office and make payment when required.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Read, Write, Inc.</b> - CM confirmed that she will speak to Mrs Wood and transfer the c. £4K of committed funds towards the Read, Write, Inc. project.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Playground Funding: Mel Weeks</b> - MW presented the details of what support she provides to the pupils during the lunchtime, the benefits it provides and what equipment is required to support this.</li> <li>• In past years, the PFA has committed funds to purchase equipment, such as footballs, skipping ropes, hula hoops, etc.</li> <li>• Over the course of the past 12 months, equipment has been subject to wear &amp; tear and needs replacing.</li> <li>• Details were also provided of a requirement for a new portable, outdoor music system that could be used, which would reduce disturbance to local neighbours, as it could be used beyond the area of the main playground.</li> <li>• MW presented a list of costed items she would like to purchase and requested PFA funding for this for 2019. The initial outlay costs were higher as the request included the sound system. The list of costed items is at Annex B.</li> <li>• <b>Proposal:</b> It was proposed that the PFA Cttee would commit £500 for MW to fund this project for 2019. There were no objections and this proposal was passed by a majority vote.</li> <li>• The PFA Cttee discussed funding for future years and it was agreed that MW would present a request on an annual basis for approval and that there would be no more in-year funding.</li> <li>• Because of the high value of the speaker system, the Cttee would ensure options were properly investigated and TA offered to investigate Trade suppliers in the first instance.</li> <li>• The Cttee also discussed whether the PFA was still funding the Playpod and CM agreed to check if this was the case.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Forest School</b> - JD presented his proposals on how he wanted to spend the £2K of PFA committed funds (approved at the PFA Cttee Mtg in Jan 18).</li> <li>• The original expenditure was still required but the proposal was to use it in different areas within the Forest School than was originally asked for. JD gave a full breakdown of costs and where and what they would be spent on.</li> <li>• The Cttee discussed the plans and the benefits, and improvements the Forest School brings to the pupils' education and welfare. It was agreed that long-term investment in the Forest School was necessary to prevent the loss of the facility.</li> </ul>	<p><b>CM</b></p> <p><b>CM</b></p> <p><b>TA</b></p> <p><b>CM</b></p>

<ul style="list-style-type: none"> <li>• Following a review of the costs, the PFA Cttee felt that it would be better to include an additional contingency of £300 to cover the development, repair and upkeep of the Forest School due to the revised costs.</li> <li>• JD also asked for additional and new funding of £250 to cover the cost of food and craft activities materials used during each class over the course of the term. This cost was not previously accounted for in the funding for the Forest School upkeep.</li> <li>• <b>Proposal</b> - It was proposed that the committed £2K could be re-purposed in line with the updated Forest School plan. There were no objections and this proposal was passed by a majority vote.</li> <li>• <b>Proposal</b> - It was proposed that an additional £350 would be committed to the Forest School funding as a contingency for the redevelopment and purchase of new equipment. There were no objections and this proposal was passed by a majority vote.</li> <li>• <b>Proposal</b> - It was proposed that an additional £250 would be committed to the Forest School funding to cover food and activities costs. There were no objections and this proposal was passed by a majority vote.</li> <li>• The full brief and proposed expenditure is at Annex C.</li> </ul>	
<p><b>SCHOOL DISCO:</b></p> <ul style="list-style-type: none"> <li>• The PFA Cttee discussed the School Disco, which had been delayed from Christmas 2018 due to the congestion created by other events.</li> <li>• The proposed date and timings were: <ul style="list-style-type: none"> <li>○ Thursday 7th February 2019</li> <li>○ KS1: 5.00pm - 6.00pm</li> <li>○ Break: 6.00pm - 6.30pm</li> <li>○ KS2: 6.30pm - 8.00pm</li> </ul> </li> <li>• JD confirmed he would organise games for the Disco.</li> <li>• JD confirmed he would cancel all sports clubs on the evening.</li> <li>• The Cttee discussed food and drink and agreed they would provide squash and crisps. KB would complete an online shop to purchase all supplies.</li> <li>• TB confirmed there were spare sweets left over from the Christmas Bazaar which could be used as prizes and would supply KB with a list of items.</li> <li>• TB confirmed he would put out a request for volunteers.</li> <li>• TB confirmed he would inform K+S of arrangements.</li> <li>• TB confirmed he would inform Mrs Wood to request permission. <b><i>Chair Note: Following separate discussions with Mrs Wood and the PFA, the first suitable date, which was agreed on, was Thursday 28th February 2019. All other details/timings remain unchanged.</i></b></li> </ul>	<p>JD JD KB TB TB TB TB</p>
<p><b>ADDITIONAL SOCIAL EVENT/FUNDRAISER</b></p> <ul style="list-style-type: none"> <li>• The PFA discussed the options for a further social event and fundraiser for the parents.</li> <li>• After discussion the Cttee proposed a Film Night with drinks and snacks to be held on Friday 22nd March 2019 at 8.00pm</li> <li>• TB confirmed he would inform Mrs Wood to request permission</li> <li>• CT was asked to apply for the necessary licences to run the event</li> <li>• The logistics planning and requirements would be discussed separately, outside of the Cttee Meeting.</li> <li>• <b>Proposal</b> - The PFA Cttee would run a film night on Friday 22nd March 2019. There were no objections and the proposal was passed by a majority vote.</li> </ul>	<p>TB CT</p>

<b>ANY OTHER BUSINESS</b> <ul style="list-style-type: none"><li>• There was no other business raised.</li></ul>	
<b>DATE OF NEXT MEETING</b> <ul style="list-style-type: none"><li>• The date of the next meeting was set for Monday 18th March 2019 at 8.00pm in The Old Bell Hotel, Malmesbury</li></ul>	

Annexes:

- A. Christmas Bazaar Profit & Expenditure.
- B. Playground Funding.
- C. Forest School Plan and Funding - to be published separately once received.

## CHRISTMAS BAZAAR PROFIT & EXPENDITURE

NAME OF STALL	FLOAT	TOTAL TAKINGS	TAKINGS (after Float deducted)
Entrance Stand	£ 50.00	£ 134.20	£ 84.20
Father Christmas Grotto	£ 40.00	£ 200.85	£ 160.85
Childrens Tombola	£ 40.00	£ 145.50	£ 105.50
Adult Tombola	£ 40.00	£ 160.50	£ 120.50
Toy Stall	£ 30.00	£ 159.85	£ 129.85
Name a Teddy	£ 30.00	£ 75.50	£ 45.50
Sweets in a Jar	£ 30.00	£ 43.60	£ 13.60
Christmas Stall	£ 40.00	£ 85.30	£ 45.30
Cake Stall	£ 40.00	£ 138.60	£ 98.60
Book Stall	£ 30.00	£ 114.62	£ 84.62
Craft	£ 30.00	£ 44.00	£ 14.00
Café	£ 70.00	£ 390.80	£ 320.80
Mulled Wine	£ 40.00	£ 86.90	£ 46.90
Snow pong	£ 30.00	£ 114.10	£ 84.10
candles	£ 20.00	£ 38.00	£ 18.00
Treasurer Contingency	£ 100.00		
			£ 1,372.32
Raffle Tickets		£ 740.00	£ 740.00
Auction of Promises	£ 40.00	£ 564.00	£ 524.00

£ 700.00

<b>Expenses</b>	License		
	Sausage Rolls	£	130.00
	Poster Competition Tokens & Teddy	£	50.00
	Asda Shop	£	240.56
	Craft Items	£	17.15
	Stationery	£	17.69
	Printing Costs	£	71.00
	Cups	£	6.76
	Sweets	£	10.50
	Co-op shop	£	47.65
	<b>TOTAL EXPENSES</b>	<b>£</b>	<b>591.31</b>

<b>Totals</b>	<b>FINAL STALL FIGURE</b>	<b>£</b>	<b>1,372.32</b>
	<b>RAFFLE TICKETS</b>	<b>£</b>	<b>740.00</b>
	<b>AoP FINAL FIGURE</b>	<b>£</b>	<b>1,886.00</b>
	<b>DEDUCTIONS</b>	<b>£</b>	<b>591.31</b>
	<b>GRAND TOTAL</b>	<b>£</b>	<b>3,407.01</b>

## **PLAYGROUND FUNDING**

### **Playground equipment proposal January 2019**

As you may be aware I work at lunchtimes and for the last few of years, whilst Lizzie was head, the PFA very kindly allowed me a budget so that I was able to set up all the lunchtime equipment that we now have, and I last replenished it last year.

I have spoken to Elaine and she suggested that I contact you as to whether there would be any available funds again this year or in the near future as I would like to "top us up" again so to say and it would also enable me to replenish broken/lost equipment.

Lunchtime equipment I have purchased in past years has included things like Limbo, traditional games, hula hoops, skipping ropes, balls...which disappear daily as you can imagine.... Diablos, black boards, whiteboards and weaving boards amongst many others bits and pieces.

The children I hope are able to access a variety of different activities through our equipment and let of well needed steam or just relax in one of the more chilled zones. I have set up a little outdoor library which friends, myself and other parents have kindly donated too for this purpose as well as the drawing activities.

The idea is we have 2/3 Playground Zones set up on some days (rotating with the playpod/land/wet play) and weather dependent, for example:

Limbo zone

Whiteboard / blackboard zone

Diablo Zone

Football practice - Fridays

Hula hoops / wobble boards

Water painting

Library area

Children volunteer to be zone managers with their manager uniforms and then there are a variety of different activities on offer to the children.

Apart from what I have listed I would also like to source a suitable portable Bluetooth speaker system so that we are able to have disco lunchtimes and a variety of games as sometimes the hall is in use.

We would also like to get some suitable storage for the equipment we already have so that it makes lunchtimes run more smoothly and hopefully encourage respect of others property.

It would also be extremely useful if there could be some money left "in a pot" so to say so that we can replenish items, whiteboard pens for example, at different points throughout the year.

When I discussed this briefly with Trevor he suggested we could put forward the proposal for a budget for 2019 and perhaps also a longer-term plan with options for future years?

Below are ideas on equipment I would like to purchase plus some room for miscellaneous stock/storage. I will discuss and share with the rest of the MDSAs before anything is ordered.

[www.educationsupplies.co.uk](http://www.educationsupplies.co.uk)

Description	Quantity	Item Code	Amount - Pack size	Price ex VAT
A4 whiteboards	1	099130	Pk 30	£38.84
Crayola washable chalk	1	034043	48	£6.79
Slate chalkboards	1	610406	25	£50.99
Six colour mini hop set	1	039272	6	£19.99
Value Mini Drywipe Erasers	1	910419	30	£9.13
Foam skinned rugby ball	10	160060	1 (£5.49 each)	£54.90
				£180.64

[www.tts-shopping.com](http://www.tts-shopping.com)

Description	Quantity	Item Code	Amount - Pack size	Price ex VAT
Playground balls	1	PE00013	12 21.5cm	£34.95
Playground balls	1	PE00011	12 13.5cm	£24.95

Playground scoopers and balls	1		6	£23.95
				£83.85

<a href="http://www.educationsupplies.co.uk">www.educationsupplies.co.uk</a>	£180.64
tts-shopping.com	£83.85
	£264.49

I have worked on a budget of £500

£500.00 –

£264.49 =

£235.51 left

Misc:

Chalkboard rubbers/erasures	
Storage boxes	
Portable Bluetooth Music player	