



St Joseph's Catholic Primary School Parents and Friends Association

Minutes of the meeting held on the 17th April 2018 at The Old Bell

Present at meeting: Christina Morris, Fionna Page, Steve Croft, Charlie Taylor, Ann Wood, Candy Jones, Sam Sandilands, Sophie Young, Kylie Barker, Kate Cloke, Michelle Fillingham, Christina Morris

Apologies: Teresa Adams, Katherine Bailes,

Item	Action
<p>Finance update</p> <p>Bank Balance as of 17.04.18 £9,500 (£1000 owing)</p> <p>Barclays Grant – Steve Croft to liaise with Sophie (£1k)</p> <p><u>Commitments:</u></p> <p>Outstanding still to be paid</p> <ul style="list-style-type: none"> • Forest School - £2,000 • Class grants £100 x 5) - £500 • Class resources - £1169.02 • Gardening Club - £600 (grant from Wiltshire Gardens Trust) • Year 3 Braeside bus - £300 • Year 6 leavers mementoes - £300 <p><u>Balance after allocation of funds above: approx. £5,700</u></p>	<p>Steve</p> <p>Sophie</p>
<p>Project funding</p> <p>Mrs Wood outlined a new project which is under consideration by the school and requires funding. Read, Write Ink is a phonics programme which will ultimately benefit the whole school Total cost is £9000. PFA unanimously agreed to fund the project. Payment is required in two instalments (Sept and Jan). Training for teachers/materials/parents will be available as part of the implementation plan. £4k committed by the PFA, with possible future contributions dependant on the success of events. It was agreed that this will be the project of choice for 2018/2019 fund-raising. Mrs Wood to advise of progress in due course.</p>	<p>Ann</p>
<p>Summer Fete</p> <p>Date for Summer Fete – Saturday 23rd June 2018 – 11am-1.30am</p> <p>Theme for summer fete - Pirate/Sailing the Seven Seas</p> <p>Gambling licence applied for and received.</p> <p><u>List of initial jobs – to be finalised at next meeting</u></p> <p>Christina – to be responsible for money in Sophie’s absence on the day</p> <p>Café – Charlie</p> <p>Cake Stall – Jackie (but now know she is on holiday)</p> <p>Poster competition – Fionna</p> <p>Fancy Dress – Ann to judge</p> <p>Book Stall – Kate/Michele</p> <p>Pimms/Prosecco – Sam</p> <p>Toy Stall – tbc</p> <p>Craft Stall – Gemma Mullins</p>	

<p>Tombola – grown up and children’s – tbc Caricatures – Jeff – Matt C to ask Year 6 stalls – Fionna/Charlie BBQ - Steve</p>	
<p>Charlie to provide list of ideas, games and stalls for next meeting to be elaborated on. Has narrowed it down – will forward to Fionna prior to next meeting as need to discuss materials/what we are prepared to pay out for certain ideas?</p>	<p>Charlie</p>
<p>Decorations – Borrow St Lawrence ‘Blue Abyss’ decorations – ask Miss Soper</p>	<p>Charlie</p>
<p>Steve to look into pizza oven – what would be cost? Would we provide ingredients etc? Still have BBQ to cater for everyone</p>	<p>Steve</p>
<p>Alcohol Licence – needs to be applied for</p>	<p>Charlie</p>
<p>Raffle Prizes confirmed. Fionna has ordered raffle tickets – to be distributed in book bags before half term – End of May</p>	<p>Fionna</p>
<p><u>Diary Dates 2018</u></p>	
<p>Next PFA meeting – 15th May 2018 – 8pm at The Old Bell</p>	
<p>Summer Fete – 23rd June</p>	
<p>May Disco/Cinema Night for children – Postponed from Easter – Date to be confirmed</p>	
<p>May Social Event for Adults – ‘Call My Bluff’ Wine Night/Balderdash Night - Look at doing next year.</p>	
<p>Quiz Night – 12th October 2018 – TBC (provisional dates set to help with securing match funding) Once 100% confirmed Charlie to do licence</p>	
<p>Christmas Bazaar – 1st December – TBC (provisional dates set to help with securing match funding) Once 100% confirmed Charlie to do licence</p>	
<p><u>AOB</u></p>	
<p><u>Governance and forward planning:</u> AGM timing - need to start thinking about new Chair for September 2018 – it had been suggested to hold AGM end of school year in July however all agreed that AGM to be held in September. Suggestion to do ‘Book at Bedtime’ when next AGM is taking place – encourage more people to come to AGM meeting. Provide wine etc for adults to encourage more people to come and participate etc. Date of AGM TBC but pencilled in for 20th September @ 6pm Code of conduct circulated. It was agreed that this is adopted and will be made readily available to read at meetings/on website.</p>	
<p><u>PFA – Encouraging more parents.</u> Discuss with Candice about doing another PFA newsletter – do them more regularly. Try to reach further with social media – need to make it more of a platform to put forward ideas/maybe do polls. Make people feel more involved. Candy agreed to be social media lead Promote Classlist – under used. Perhaps organise training or send out information regarding it. Need to build up connections and emphasise that you don’t have to attend meetings to help out. <u>New ideas for fundraisers</u> – to be discussed at next meeting – All ideas welcome.</p>	
<p>DATE OF NEXT MEETING Tuesday 15th May 2018 at The Old Bell Hotel 8pm</p>	

