



St Joseph's Catholic Primary School Parents and Friends Association

Minutes of the meeting held on the 22nd October 2018 at The Old Bell

Present at meeting: Christina Morris, Trevor Batey, Matt Morris, Steve Croft, Charlie Taylor, Kate Cloake, Katherine Bailes, Candice Devenish, Theresa Adams, Sam Sandilands

Apologies: Candy Jones, Ann Wood

Item	Action
<p>General Business</p> <p>2018-2019 Chair and New Committee members officially voted in – please see sheet at end of minutes. TA declined stand as committee member due to already being a school governor and stated she shouldn't be a committee member on both committees.</p> <p>Vice Chair, Treasurer and Secretary were previously voted in at AGM on Tuesday 25th September.</p> <p>Welcome from New Chair Trevor Batey</p>	
<p>Finance update</p> <p>Christina to organise handover with Sophie – full update at next meeting</p>	<p>Christina/Sophie</p>
<p>Quiz Night</p> <p>So far, so good!</p> <p>Quiz masters and questions – Matt and Katherine – all sorted</p> <p>Bar – Kate Batey – ask for further volunteers on Classlist</p> <p>Alcohol – Last year's shopping list received from Sophie.</p> <p>Trevor to check what is available in the dungeon and confirm back to Katherine</p> <p>Katherine to go shopping for alcohol</p> <p>Beer – are we buying from local brewery. Theresa unable to get from Uley this year. Last year Fiona got beer from Flying Monk?</p> <p>Emphasise on Facebook/Classlist for people NOT to ring their own alcohol and remind everyone of the NO NUT policy if bringing own snacks.</p> <p>Date – Look into next year's date for annual Quiz – earlier next year to go back to it being a night for the new reception parents to meet other parents etc</p>	<p>Trevor Katherine</p>
<p>Christmas Bazaar</p> <p>Date for Christmas Bazaar – Saturday 1st December 2018 – 11am-1.30am</p> <p>Gambling licence in place</p> <p>Alcohol Licence to be applied for</p> <p>Match funding – should definitely have 1 company in place for Christmas Bazaar</p> <p>AOP – Trevor and Steve have got a lot for the auction already. Appeal to parents and friends to also donate skills as well as prizes to be auctioned off – Art lesson 1 to 1 etc.</p> <p>List to be finalised at next meeting with date to go live online.</p>	<p>Charlie</p> <p>Trevor</p> <p>Trevor/Steve</p>

List of initial jobs – to be finalised at next meeting

AOP -

Christina – to be responsible for money

Café – Charlie

Cake Stall – Jackie (but now know she is on holiday)

Poster competition –

Fancy Dress - ?

Book Stall – Kate

Mulled Wine –

Toy Stall –

Craft Stall –

Tombola – grown up and childrens –

Father Christmas – Steve P and Matt

List of games and crafts needed for next meeting so we can decide what is happening on day – some games could be run on the end of toy and book stalls – i.e. How many sweets? Name the Teddy etc

All

Decorations – Christmas tree should be up – others needed/available

Raffle Tickets — to be distributed in book bag – 2 books per child for two children per family max

Charlie

Hopefully back in time to sell @ Quiz

Church rota needs to be organised to sell to parishioners

Katherine

Prize for child that sells most tickets? TBC with Mrs Wood – Collect extra tickets from school office?

Unsold books and tickets to be back in school by Wednesday 28th November

Shopping List needs to be finalised

Alcohol

Sausage rolls ordered from Michaels – numbers from last year?

Cheese rolls, mince pies and crisps for café

Presents from Father Christmas

Cake Stall – donations of cakes – Charlie to ask on Facebook, Classlist and through school email/newsletter.

Charlie

Ask Jackie and Patsy if able to run?

Craft Stall – Craft to be decided!

TBA

What materials need to be bought

Who is running?

School Choir – will be doing performance?

Kate

DONATIONS – Keep reminding people on the usual social media

Charlie/Trevor

To be left in school office – Katherine and Charlie to take donations down to dungeon every couple of days to keep office clear. Has been agreed with Elaine.

Diary Dates 2018/2019

Quiz Night – 9th November 2018

Next PFA meeting – 12th November 2018 – 8pm @ The Old Bell

Christmas Bazaar – 1st December 2018

Christmas Party – 20th December 2018

New Year's Disco – Date TBC with school.

AOB

PFA – Encouraging more parents.

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/have their say etc.

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.

New ideas for fundraisers – to be discussed at next meeting – All ideas welcome – be good to do something different. Need to get some firm plans in place. Need to spice up the social calendar! Going forward looking at setting up a rolling calendar.

Christmas Party – to be finalised at next meeting – 12th November

DATE OF NEXT MEETING

Monday 12th November 8pm @ The Old Bell

The 2018-2019 PFA Committee

Position	Proposed	1st	2nd
Chair – Trevor Batey	Charlie Taylor	Katherine Bailes	Theresa Adams
Vice Chair Katherine Bailes	-	-	-
Treasurer – Christina Morris	-	-	-
Secretary – Charlie Taylor	-	-	-

New Committee Volunteers were elected as follows;

Committee Member	1st	2nd
Candice Devenish	Katherine Bailes	Charlie Taylor
Kate Cloake	Candice Devenish	Theresa Adams
Steve Croft	Kate Cloake	Candice Devenish
Sam Sandilands	Theresa Adams	Christina Morris