



PFA Meeting Minutes

Date: 28/01/2020 **Venue:** St Joseph's Catholic Primary School

Chair: Candice Devenish **Minutes:** Lisa Grey

Present: Kate Batey, Fionna Page, Sam Sandiland, Molly Jones, Sara Dawson-Crabb, Andrew Dawson-Crabb, Lisa Grey, Sue Woods, Eimear Moloney, Kylie Barker, Jo Watts, Christina Morris

Apologies: Charlie Taylor & Trevor Batey

Welcome

Candice welcomed all to the meeting and ran through the agenda

1. Minutes of last meeting & matters arising
2. Reflect on lessons learnt for Bazaar & Xmas lunch
3. Treasurers Report
4. Upcoming events for 2020
5. Grant writing
6. AoB

1. Minutes from last meeting & matters arising

	Action	By whom
Discussed Amazon smiles and Easy Fundraising and getting more people on board & selecting PFA as chosen charity Amazon smiles	Set up amazon smiles and send out notice	Candice and Christina
Email address – unable to access the pfa email account	Contact Linda in the office for support	Candice
Decided that Classlist was better for PFA communication vs Dojo. Lisa to be class rep (or find alternative) to get St Anthony parents signed up (GDP compliant)	Data Cleanse	Candice and Trevor

2. Reflection on Christmas Bazaar & Xmas Lunch

Was on same day as Cross Hayes Works a bit better end of November Could still work on the same day as Cross Hayes. Chat to Mandy Mitchell	Candice to check in closer to the time	
Debated whether to get rid of cash as complicated with needing 2 signatories, depositing cash and no Lloyds in town. Tokens suggested, card machine etc		



<p>Get volunteer from the bank to count money Challenging as we are not permitted the use of the kitchen due to health & safety Children also may be 'Christmas Lunched out' with 2 lunches back to back As alternative: a Christmas movie at the town hall (Malmesbury Movies) was suggested. The children could be given popcorn and there are 2 machines owned by parents that could do the job Rausling Building could also be an option</p>	<p>Get costing from Malmesbury Movies</p>	<p>Candice</p>
--	---	----------------

3. Financial report

<p>Christina report on behalf of Trevor:</p> <table border="1" data-bbox="312 797 783 1178"> <tr><td>Balance</td><td>£ 8 383.70</td></tr> <tr><td>Outgoing</td><td>£5 177.50</td></tr> <tr><td>Balance</td><td>£3 206.20</td></tr> <tr><td>Float</td><td>£1 000.00</td></tr> <tr><td>Available balance</td><td>£2 206.20*</td></tr> <tr><td>Commitments:</td><td>£2 235</td></tr> <tr><td>Currently raised oct – now</td><td>£3 694</td></tr> <tr><td>Potential for 2019/20</td><td>£7 874</td></tr> </table> <p>It was agreed that Wednesday Word would be a new yearly commitment funded by the PFA</p> <p>Other commitments as previous year.</p> <p>Suggestion to send out a type of report on what the PFA are doing: spending on</p> <p>Mrs Woods has two projects that she is waiting to hear back from</p>	Balance	£ 8 383.70	Outgoing	£5 177.50	Balance	£3 206.20	Float	£1 000.00	Available balance	£2 206.20*	Commitments:	£2 235	Currently raised oct – now	£3 694	Potential for 2019/20	£7 874	<p>PFA to publish upcoming events with details of what we commit to support annually. School Projects detailed by the Head to be announced as bids are granted</p>	<p>PFA team</p>
Balance	£ 8 383.70																	
Outgoing	£5 177.50																	
Balance	£3 206.20																	
Float	£1 000.00																	
Available balance	£2 206.20*																	
Commitments:	£2 235																	
Currently raised oct – now	£3 694																	
Potential for 2019/20	£7 874																	

4. 2020 Event Calendar

<p>Valentines day – 14th Feb Children to wear red & white on Valentine's Day and love heart sweets to be given out at the end of day</p> <p>Disc-glow - 6th March Need to consider a quiet space</p> <p>Mothersday Market - 20th March</p> <p>Bags2school - 27th April</p>	<p>Send comms Order sweets</p> <p>Start planning</p> <p>Start sourcing gifts</p> <p>Ask Trevor to arrange</p>	<p>Candice Charlie</p> <p>All</p> <p>All</p> <p>Candice /Trevor</p>
--	---	---



<p>Wine tasting - 22nd May TBC</p> <p>Fathersday orders - June orders</p> <p>Sports day - 12th June Sports day BBQ proposed instead of picnic on the land where people can buy burgers. Need Volunteers for cooking (Jo Watts /Matt Morris?) Mrs Woods to check if alcohol can be consumed during school hours/ license for bar after school</p> <p>Gala Survival Kit – 26th June</p> <p>Summer Fete – 4th July Olympics theme</p> <p>Y6 Leavers</p>	<p>another collection</p> <p>Contact Andy from Vinotopiawines</p> <p>Get costings</p> <p>Can we serve alcohol during school hours?</p>	<p>Candice</p> <p>Candice/Andrew Metcalfe</p> <p>Mrs Woods</p>
---	--	--

5. Project/ event funding/ Grant writing:

<p>Community events Corporate: seeking sponsorship, match funding, and donations Trusts/grants: applying for project specific grants On-line: amazon smiles, easyfundrasier</p> <p>Grant writing to become more of a focus</p> <p>Jo & Kate both have leads for community grants Important to support events outside school discussed</p>	<p>Note to parents around grants. Set up a sub committee to write grants?</p>	
---	---	--

6. AOB

<p>Float entry for carnival ?</p> <p>Eco committee wanting help??</p> <p>Arrangements for next meeting: Thursday 27th February 2020 8pm The Old Bell, Malmesbury</p> <p>Close meeting @ 17:45</p>	<p>Will discuss these points at next PFA meeting as we ran out of time...</p> <p>Chair /Secretary</p>	
---	---	--