PFA Meeting Minutes

Date: 27/04/2021 Venue: St Joseph's Catholic Primary School

Chair: Candice Devenish Minutes: Kylie Barker/Candice Devenish

Present: Ludwig Frick, Kylie Barker, Jo Fraser, Candice Devenish

Apologies: Charlie Taylor, Molly Carvey

Welcome

Candice welcomed all to the meeting and ran through the agenda

- 1. Minutes of last meeting & matters arising
- CoOp DT Kitchen
 Summer fete
- 4. Parent Pay donations
- 5. Rag to Riches
- 6. Pray Garden
- 7. Class Budget
- 8. AOB

1. Minutes from last meeting & matters arising

| 1. Williates from last meeting & matters and | Action | By whom | |
|---|--|----------------------|--|
| | | - | |
| Molly and Charlie needing to handover Secretary folders and admin – Need to check on gambling licence | Molly and Charlie to meet. | Molly/Charlie | |
| Playground equipment - £500 was agreed last meeting. Anita to put forward a payment request Mel Weeks to confirm the order. Contact Andy to see if we could host a virtual gin tasting in June – sell kits for up to 6 people. | Anita Mel Weeks | Candice to follow up | |
| 2. CoOp DT Kitchen Grant | | | |
| Applications open on the 4 th of May. Discussed setting up a DT kitchen and would meet with Anita, Becky Just, Theresa Adams and Jo Fraser to build a frame work for the CoOp grant application. | Candice to arrange meeting and look into CoOp grant T&C's | Candice | |
| 3. Summer Fete 2021 | 1 | | |
| With government restrictions to only lift on the 21st of June and Braeside 14th – 16th July) and Kilvrough Manor | | | |

residential (19th – 22nd July) taking place in the last few weeks of term it has been decided to not hold the traditional summer fete. We would like to explore alternative options -

MINI SUMMER FETE

Possibly the last day of term as this is the first day of the Olympics. To host a sponsored walk. Each class to wear a coloured t-shirt as one of the Olympic rings on the day. Sponsorship forms handed out prior to walk to complete laps of the land.

- Sell cakes and refreshments on the day.
- Challenge teacher (catch the famingo?)
- Could run in bubbles if needed

Gift Aid

Potentially host a fete in September?

Need to raise payment requests for coach trips – are we getting the best prices on coaches?

Check with Mrs Woods Candice

Check if registered for Gift Aid

Ludvig

Candice

4. Parent Pay Donations / Penny challenge

We have only received 10 bottles back from the collect a penny challenge however have had a few parents offer a donation in lieu. We shall ask Anita to load this on to parent pay as an option donation to the PFA.

Wording:

Hi Parents and carers - thank you so much for the support with our Penny challenge. We recognise that having change is a bit of an anomaly these days and have had a few parents ask if they could make a monetary donation to the PFA. For ease, we have loaded a completely voluntary donation to your Parent Pay account with the option to select £5 or £10. As always we really appreciate your support and all your generous donations go towards enriching the school life of your children at St. Josephs. Thanks so much!

A few bottles in the office. Need to count up and give winners hot choc vouchers

Load £5 and £10 to parent pay

Include in newsletter and upload on Classlist

Anita

Candice/Anita

Candice

Candice to collect

Lex Frick to count the ones she has Ludvig and Kylie to get

bank bags

Lex

Ludvig/ Kylie

5. Rag-to-riches

| - 00 0- | | |
|--------------------------|----------|---|
| Collection date 19th May | Send out | C |

Collect 2nd hand /preloved clothes and shoes Drop off on the 18th at normal drop off point. Church yard – in car and will bring around to school gate to be stored under cover. And collected on the 19th. Post on Classlist/ newsletter/ Facebook Send out Candice comms

6. Pray Garden£250 from carnival grant

Payment has been made to school. Need to check that Carnival has paid PFA

Candice to phone Ludvig to check internet banking options

Candice Ludvig

7. Class budget/resources

Anita has requested the £500 for class resources. This is a standing commitment for £100 per class.

Anita to raise payment request

Payment request to be raised within 6 months of the request – if this is not done within 6 months of the request being voted in/approved by pfa committee then a new request must be made and voted on.

Candice to discuss with Anita

Candice

8. AOB

Ludvig to go into bank to complete the signatory change and see what options we have to view statements online. Ludvig

Year six production

Sell popcorn and juice cartons / ice lollies Add £1 to the ticket sale for a raffle

- Prosecco
- Chocolates

Check with Sue and Anita Candice

Quick summary of income so far:

2020-2021

| The Big PFA raffle | £ | 78.00 | | |
|---------------------------|------------|--------|--------|--|
| Partylite | £ | 50.70 | | |
| easyfundraiser | £ | 267.55 | | |
| AmazonSmiles Q1 | £ | 10.68 | | |
| AmazonSmiles Q2 | £ | 47.85 | | |
| Cauliflower Cards | £ | 150.50 | | |
| Odd Sock Day | £ | 92.86 | | |
| Pumpkin Carving | £ | 40.00 | | |
| Malmesbury carnival grant | £ | 250.00 | | |
| Area Board grant | £ | 750.00 | | |
| Friendship bracelets | £ | 130.00 | | |
| Mothersday | £ | 20.00 | Approx | |
| Penny challenge | TBC | | | |
| Pizza Pop ups | TBC | | | |
| | £ 1,888.14 | | | |
| | | | | |

Persimmon homes donate (up to £1000) each month for projects in schools/ the community. Candice suggested applying for a summer party or panto for the children.

Candice to explore

Next meeting TBC