



## **PFA MEETING MINUTES**

**10<sup>th</sup> October 2019**

**Present:** Collette Wood, Anna Buckland, Christine Kearns, Peter Kearns, Mrs Miles, Claire Gallagher, Nicky Getgood, Lynette Kimberley, Suzie Lawton, Natasha Burgon, Jody Crichton-Smith, Carla Giudice, Lorayne

**Apologies:** James, Lucy Hennessey, Jo Ryan, Paola Marino, Emma, Helen

**Welcome** – Collette welcomed everyone to the meeting, especially new members!

Matters discussed:

### **1. Halloween Night – Friday 18<sup>th</sup> October**

Kath has designed a mystery trail for the party with 6 clues, to be held in the front playground. We need a couple of people to help with the trail. Kath is to laminate the clues before the Halloween night together with a spare copy of clues.

There will be a disco. A parent has kindly agreed to donate some Halloween decorations (Nicola Ryce). Colette will be making sensory boxes eg. slime etc.

It was agreed there would be bobbing for doughnuts.

**For action – ask for donations of boxes of small doughnuts, buy string and poles for tying doughnuts**

Suzie suggested a fruit/sweets version of lucky dip and agreed to shred some paper.

**For action - Suzie to organise lucky dip**

Collette confirmed she will buy sweets, food and drinks.

Anna agreed to make fairy cakes and we will ask for donations of Halloween cakes. Cakes will be sold for 50p each.

Face painting – Natasha will do face painting and Claire offered to help. Collette will donate some face paints for this and future PFA events. 50p for the face painting. Lorayne has glitter tattoos set, needs to replace the glue and offered to do glitter



tattoos. It was decided we would ask for volunteers for year 6 to help with the earlier event.

**For action – Lorayne to buy glue for glitter tattoos**

Music – we need a playlist to use from school or some CDs.

Donations for carved pumpkins - lots of people have offered. Suzie suggested this could be a competition for children for years 5 and 6.

Party games – Candice will come and do a dance party game – possibly for just key stage 2.

There have been discussions about whether we ask parents to stay for the Halloween parties. It was agreed that for safety reasons we should ask parents to stay but we will advertise that there will be bar (library) and room available (year 5). We will keep the children out of the classrooms!

Carla offered to order pizzas for 4.30pm for foundation phase and 6.30pm for key stage 2. It was agreed we will order 10 for foundation phase and 12 for key stage 2. Pizzas need to be pre-sliced and we will sell for £1 per slice to cover costs.

**For action – Carla to order pizzas**

Volunteers to help set up the hall from **1.30pm on Friday** are Collette, Natasha, Stephanie, Nicky, Lynette, Jan, Lorayne and Carla.

Volunteers for the evening were confirmed as Collette, Natasha, Anna (foundation party), Libby, James, Colette, Emma V, Candice, Claire, Jo Ryan, Jan, Carla and Lynette. Mrs Miles confirmed she would be present throughout the evening to supervise.

**2. Curry night – Sat 16<sup>th</sup> November**

The date was confirmed and Collette will order food from Patels once again. It will be an adult only event.

Set up at 6 pm to start at 8pm. End time 11pm.

No licence required but we will ask for donations for alcoholic drinks.



### **3. Card reader**

Christine has asked Barclays about obtaining a card reader for the PFA - cost to us of £29 plus Vat to buy and would be on pay as you go system so 6% plus VAT for transactions.

There were concerns about the cost involved and it was agreed bank transfer may be more useful to use but we would continue to urge people to bring plenty of cash to events.

### **4. Christmas Fayre**

Date confirmed as Friday 13<sup>th</sup> December. Collette agreed to liaise with Candice. Lynette to ask Nigel to be Father Christmas. There was a discussion about asking for donations for mince pies for Christmas concerts and fayre. Agreed worth making request for donations – Carla to approach local shops.

**For action – Collette to speak to Candice, Carla to speak to local shop managers, Lynette to invite Father Christmas!**

Agreed to change £15 per table for private stalls. Anna to ask Esme, Clare and Annie about private stalls. Natasha agreed to do a private stall also.

**For action - Anna**

### **5. Calendars**

Mrs Miles confirmed she would contact Mr Worland to organise the calendars.

### **6. Yearbooks**

Anna and Kath to organise the end of yearbooks for year 6. Agreed PFA would subsidise the books at £10 per head as in previous years.



## **7. Crisp packet recycling**

This has been proposed by Paola. There was a discussion about this. The crisp packets need to be clean and it is quite labour intensive. It may be better to promote school dinners instead. This is more related to eco schools committee.

## **8. Any other business**

Christine will provide floats for Halloween parties for face painting, glitter tattoos, food & sweets & drinks, bar and lucky dip.

### **For action - Christine**

Natasha felt that £2 was too cheap for tickets for the Halloween party and it was agreed we would charge more another year.

We need to put save the date on newsletter for curry night.

### **For action – Anna email Rosanna**

Carla suggested PFA host a table-top baby and toddler event. We talked about car boot sale at the last meeting and agreed it would be a good idea for a spring event. Could also do tea and coffee. Could advertise on the facebook page and local markets etc.

Christine explained to new members that at the Christmas concerts, the PFA organise a rota for teas and coffees. We will start a rota for volunteers after our next PFA meeting.

Discussion about reusing cups and using more china cups at events and not relying on paper cups that can't be recycled. Mrs Miles is planning to buy more china cups for this reason.

Next meeting will be on **Friday 8<sup>th</sup> November** 7.30pm at the Pendragon pub.

Collette thanked everyone for attending and drew the meeting to a close.