



PFA MEETING MINUTES

2nd May 2019

Present: Collette Wood, Kathryn Hill, Colette Lynch, Mrs Miles, Suzie Lawton, Christine Kearns, Lucy Hennessey, James Crothers, Vicky Ford

Apologies: Anna Buckland, Nicky Getgood, Lynette Kimberley, Emma McKay, Lorayne Kelly.

Welcome – Collette welcomed everyone to the meeting and it is lovely to see some new faces.

Easter Trail summary

- Went very well, positive feedback from parents and children - CW
- £175 raised - CK
- Will definitely repeat next year
- There was discussion about possibility of holding in school grounds next year, to discuss when planning for next year - KH
- There were additional options offered e.g Treasure hunt type clues - CW/drawing options e.g copy the design – LH
- 120-150 prize eggs may be required next year to avoid running out - CW

50th anniversary

- **Anniversary Mass Tues 18th June – 1.30pm**
Volunteers – Collette, Kath, Anna, Sue Kirby, Suzie Lawton, Colette Lynch, Vicky Ford
Set up – volunteers required from 12.45pm, 10 x tables/chairs/chair covers/cups/saucers/cake stands will need setting up in hall for the afternoon tea.



SM discussed that the school will need a 45m extension lead for projector in marquee and this will also be required for the movie night – after discussion it was agreed that PFA will source this but also put notice in newsletter to ask for any parents who may be able to lend extra extension leads for the events.

Food – Pete Kearns to get cakes from memory lane – cakes & biscuits to be sourced and Mrs Miles will contact Coed Glas to find out where they hired their cake stands from. Kath has asked Llandaff North Rugby club for side plates and cups/saucers however at present they don't have enough but were looking to source more so will get back to us.

Actions –

Mrs Miles to contact Coed Glas to see where they hired Cake stands from to source

Mrs Miles – To source extra chairs for either hall or marquee for mass from possibly CTK church Hall

Pete Kearns - PFA to source 45/50m extension lead for projector for marquee and cakes/biscuits from memory lane cakes

Kath – Check with Llandaff North RFC for crockery – side plates and cups and saucers x 100

Kath/Collette & Class reps– appeal for more volunteers on PFA and class whatsapp and in school newsletter

- **Cinema Night**

There was discussion of logistics with regards to the projector and it was agreed that the evening be changed evening from Wednesday to Tuesday as the projector will already be set up from Mass and School festival being held the next day

Parents to accompany children but tickets for children only – parents may bring pillow/blankets at school pick up but children not allowed to



bring pillows/blankets etc to school in the morning due to the Mass and afternoon tea and lots of visitors to the school.

Timings - Start straight from school – Pizza/food (vegetable crudites – few PFA volunteers to prepare veg crudité platters) first at 3.45/4pm with movie at 4.15/30pm

Food – Pizza and popcorn and carton included in ticket price

Price - £5

Movie Choices – Multiple options were discussed and Christopher Robbin decided on – appropriate for all ages and James Crothers already has on DVD. Can put this into projector already set up by teachers in marquee.

Actions –

Colette Lynch – to order Pizzas for 3.45/4pm and to haggle on price also to ask for any raffle prize donations for Barn Dance at same time.

Volunteers for fruit donations – Collette, Kath, Colette, James, Lucy H

Volunteers to run Movie night – Lucy H, Colette Lynch, Suzie Lawton, Kath Hill, Collette Wood, Vicky Ford

Kath/Collette & Class reps– appeal for more volunteers on PFA and class whatsapp and in school newsletter

- **Wednesday 19th June – School Festival**

SM – the school are planning to run a school festival all day on the Wednesday – there will be skills stalls in line with new curriculum, children will dress up in 60s clothes, marquee will be a disco throughout the day – there will be lots of different stalls e.g drumming/mindfulness

- **Barn dance – Friday 21st June**

Lots of discussion regarding adults only vs family evening. SM raised that often the barn dancing gets quite fast and smaller children may be



at risk of getting hurt. It was agreed that the barn dance may not be appropriate for the younger years and we also may not raise as much money on the bar if most adults were bringing children.

Timings - Start at 7.00 – 10.30/11pm

Band is booked – Cost of band is £390. Originally band has been booked from 6pm due the thought that it would be family night – it was agreed that this should be pushed back slightly with first dance 7-8.15, 30 min break (games), Second half 8.45-9.45/10.

Price – £10 includes a hotdog/burger & £12 on the door – lots of discussion regarding ticket prices and whether food should be included or not. Agreed that a £10 ticket should include either a hot dog or a burger – this may be reviewed by the PFA Committee before the tickets are printed.

Food – BBQ – volunteers on a rota before the dances start – Alan, Steve, James, Ian and also nibbles for the tables.

Volunteers to set up – Kath, Anna (?), Collette – we need more volunteers!

Equipment needed – tables/chairs from classrooms, back drops (PFA cupboard), fairy lights, lighting for marquee (Do we need extra lighting? What was used last time?), plastic cups (confirmed by SM) – can bulk buy from amazon before the event.

Raffle – SL suggested similar system to the summer ball instead of traditional raffle. Give people an envelope for people to put £5 in and their names on, then envelopes get pulled out to win the raffle.

Prizes – Need to appeal early for raffle prize donations, SM may already have a prize to donate, James Crothers will ask for a signed rugby ball from George North (update – he already has get this – thank you very much James!!)

Bar – Prices previously discussed – there was discussion regarding where to source the alcohol from – CW would like to support a local



community business (Patels), there are able to source most brands as required but need notice if we want specific labels, they also do not require us to pay for anything at point of collections, CK/SL keen to explore supermarket deals as may have better brands on offer for same or lower price – it was agreed that CW would get a list of prices for the Patels with known brands soon and CK/SL can take list to compare with latest supermarket deals so an informed choice can be made about supplier. Plastic glasses will be required as confirmed by Mrs Miles, bar rota to be compiled when full list of volunteers is known. Christine to apply for License – times confirmed for application as 6pm – 11pm.

Actions –

Mrs Miles to inform neighbours of the event

Christine Kearns to apply for license – in process – 6pm-11pm.

Collette to get BBQ food from global foods

Kath to get nibbles for tables

Kath to ask Jeffrey Ross to part sponsor the Marquee,

Anna – to ask Mountain view ranch for bales of hay

Suzie to sort envelopes and organise raffle for break time

Collette to get list from Patels and Christine and Suzie to compare this list and brands to current supermarket deals.

All PFA – to source prizes – message to go out on PFA and class Whatsapp asap.



Kath/Collette – Newsletter piece to appeal for donations for raffle prizes, volunteers, extension lead, sponsorship for events.

Kath to order plastic glasses online.

Date for summer fayre

Agreed date:- Friday 12th July

There was discussion regarding summer fayre – do we do one or not? It was felt that doing a full fayre may be too much following the 50th celebrations week. KH raised that we do raise a significant amount from the fayre and will likely need this income following the 50th celebrations. It was agreed that we should hold some summer celebrations but possibly not a full fayre. An end of term summer party was suggested (weather permitting) with BBQ, soft drinks stall, prosecco bar and stalls run by the children (with the skills learnt in the school festival – nail painting/tattoos/facepainting, skills etc). Utilise school music system if possible

Actions –

For further discussion & planning/volunteers at next meeting as 50th celebrations take precedent at present.

Additional fund raising

It was discussed that if a school fayre is not being held we need to consider supporting other school events to make up the short fall. With this in mind, the following were discussed.

Sports day - June 5th

PFA to provide full refreshments all day. This was very popular last year so we will aim to do this again with teas/coffees/soft drinks/water and cakes/biscuits



and ice lollies if able – to revisit at next meeting for volunteers/sourcing of refreshments.

Year 6 play – July 10th

PFA to provide bar/refreshments at the play – to revisit at next meeting for volunteers & sourcing of refreshments.

Year Books – This is still going ahead, Anna is assisting the year 6 mums with the process. PFA to fund £10 each child and there are 42 children in this year 6 group.

Bags for school

Briefly discussed and as it has brought in reducing amounts of money – agreed to run on next year with accessible drop off points for bags – to revisit at a future meeting

Any other business

Newsletter – KH to put together PFA newsletter with information of the PFA activity and future plans, also to ask for parent donations for 50th celebrations if parents are unable to donate their time to PFA events. Also to appeal for more PFA volunteers and raffle prizes. There was also discussion about setting up a regular donation system for next year, SM agreed with a parent suggestion to set up year group donation system where teachers can set up list of what is needed in the specific year groups and parents can see exactly where their donations are going.

School Markings – All agreed that this needs to be done and is next on the list for PFA activities but haven't got the funds at present. Need to re-assess funds following 50th celebrations.



Push for parent volunteers for event in each year group – PFA need more volunteers – to appeal in newsletter as outlined above.

OWN clothes day – It was discussed with SM if the PFA would be able to hold an own clothes day in aid of the 50th celebrations – it was agreed that this could take place on the last Friday in May (24th) before half term – own clothes day and the cost would be £1. To advertise in newsletter and school app.

Next meeting agreed – Thursday 23rd May – venue TBC.

With no further business CW drew the meeting to a close.