

P.F.A meeting minutes

Thursday 14th April 2016

ATTENDANCE: Jess Bonney (JB)
 Dawn Bradshaw (DB)
 Angela Newman (AN)
 Kelly Lilley (KL)
 Nicola Treacy (NT)
 Cheryl Scott (CS)
 Lou Coulthard (LC)
 Alice Dawn (AD)

APOLOGIES: Catherine Burke (CB) Steph Jones (SJo) Emma Marshall (EM) Kelly Cunnington (KC)
 Trish Wallington (TW) Sarah Meredith (SM) Fiona Martin (FM) Ruth Ding (RD)

Distribution: Those above, Pierre Tanner and Mrs Bowyer

Item		
1	<p>Summer Fair</p> <p>There was much discussion around holding a pared back Summer Fair/Family Fun Night.</p> <p>A vote was held to gauge who in the PFA is willing to help: Yes: DB, LC, AD, NT, CS (<i>post meeting note, KC, EM and RD are also able to help depending on date</i>) No: KL, JB, SM, TW</p> <p>It was decided Nicola will take the lead on gauging interest from parents/school.</p> <p>NT to ask Mrs Bowyer if she is in agreement for a Summer Fair to go ahead and if yes, a letter to parents will be sent out to gauge interest.</p> <p>NT to discuss floats/money with SM if it goes ahead AN informed the group that Risk Assessments must be written if Bouncy Castles are used.</p>	<p>NT</p> <p>NT</p>
2	<p>Bingo Night</p> <p>Date set as Saturday 18th June 2016 Village Hall is booked Tim Verrinder will compere Tickets will be £8 to include Bingo books Other games on the night were discussed: Lucky Squares, Heads & Tails, Raffle Snacks on tables will be provided. AN to check how many people can be seated in the Village Hall AN to sort TEN licence AD to source alcohol on sale or return from Tesco <i>Post meeting note: EM, KC and RD to source raffle tickets and prizes from local companies</i> Posters and tickets to be designed</p> <p>Meeting to sort out all arrangements to be held on Thursday 5th May 2016, 8pm at the Club</p>	<p>AN AN AD KC, RD, EM</p>
3	<p>May Day Teas/Uniform Sale</p> <p>Possible date of Wednesday 25th May 2016 AN to organise Tea/Coffee/Letter asking Years 2&3 to donate cakes CS, JB, AD, KL to help SM to organise floats Second Hand uniform and rail is in the loft. Check for Coat Hangers Set up in the Gazebo</p> <p>Mrs Bowyer to be asked to announce where we are/what is for sale. Do we have a working Urn? AN to check</p> <p>Letter to go out to Years 2 & 3 asking for cake donations on May 11th, reminder in Parent mail on 18th or thereabouts.</p>	<p>AN</p> <p>SM AN</p> <p>AN</p> <p>AN</p>

4	<p>Sports Day Teas & Summer Raffle</p> <p>Usually held in July SM, TW to organise, Emma Newland to help. Need one more helper please. AN to send letter to parents of Year 4 & 5 to ask for cake donations. To be discussed more fully at the next meeting</p> <p>Much discussion took place on holding a Summer Raffle. It was decided to wait until a firm decision on holding a Summer Fair has been made as to when to hold the Raffle. More discussion took place on where prizes would be sourced: either by asking parents to donate goods to be made into Hampers or local companies for donations. CS to collate a list of companies for AN to write to. To be discussed next meeting.</p>	<p>AN</p> <p>CS/AN</p>
5	<p>End of Year Activity</p> <p>It was decided that if the Summer Fair goes ahead an end of year activity for the children, paid for by the PFA, will not be required. To be discussed next meeting</p>	
6	<p>Parent Questionnaire</p> <p>AN has sourced a questionnaire to be sent to parents asking about events and activities that interest them and whether they are able to help run them. All felt it was worthwhile to send out and a good route for feedback. A prize draw maybe needed to increase returns. AN to edit the questionnaire and send out to parents asap.</p>	<p>AN</p>
7	<p>Any other business</p> <p>JB raised issue of the Clothes Bank: SM currently emails the company to empty it. This job will need filling once SM steps down in September. AN to take on this job as part of the Secretary role.</p>	
8	<p>Date of next meeting</p> <p>(Bingo Night meeting: Thursday 5th May. King's Cliffe Club, 8pm)</p> <p>Thursday 12th May 2016. King's Cliffe Club, 8pm</p>	