

PFA Meeting
26 January 2016

Minutes

Present: Mr McCrossan (JM), Mark Broadbent (MB)- Chairman of the Board of Goveners (part),
Sacha Pearson (SP), Anya Brown (AB), Teeba Lundy (TL), Tibba Essex (TE) (part)

1. Apologies
Ingrid Turner (IT)
2. Minutes of last meeting
3. Matters arising
4. Treasurer's report
AB to investigate Bags2School income for previous year
IT to confirm whether John Lewis cheque has been received by school
My Child's Art pre-Christmas sales were successful compared with previous years.
5. School minibus (MB added to agenda)
The PFA members present agreed that the PFA would provide its support to the school minibus. St Albans Foundation is to provide principal financial support for general running and purchase costs. MB advised the greatest risk was identified as a large unscheduled repair cost. JM advised parking would be as it currently is, with Fr. Peter's approval.
6. Winter Events
Carols to be considered for Winter Fair 2016 but require careful planning and parent involvement to be incorporated successfully into the event
Adult tombola had too many prizes and Adult gift stall too few gifts. PFA is to investigate how to readdress this balance.
JM said that the KS2 disco was the 'best ever'. Thanks to Jill Elston who ran the evening!
7. Easter activities
JM confirmed that date for Welcome Back Mass will be 13/04/16 and Easter Egg Hunt will also take place that day.
JM confirmed that the school Easter Egg Hunt will always be after Easter holidays in future, to avoid conflict with Lent.
IT to contact supermarkets early to hopefully benefit from discounted eggs.
8. Curry/ Ceidlidh – 22 April 2016
 - a. Advertising/ Print
SP to request a volunteer's assistance to do the print designs to advertise the Ceidlidh event and also for tickets, raffle tickets etc.
Year reps to contact respective year parents to advertise the event
Mention in newsletter
SP wishes to be in a position to start to sell tickets from after half term
JM suggested selling tickets by the table could work very well.
 - b. Room decs and feel
 - i. Tables and chairs
Use school tables and chairs (tables pack away easily so can be brought out for food, in-between dancing sessions
 - ii. Table decs

Won't be time to set so we won't require them

iii. Sound

Band will bring own system

iv. Background music

Use band system or school hall system

v. Lighting

Theatrical lights wouldn't be feasible, stick to existing lighting or put up pea-lights.

c. F&B

i. Food

JM feels that CCS will allow us to use the kitchen for food prep and washing up etc. given that he will be present for the evening

SP to advise potential parents of this change in circumstances in case this enables them to do the event.

ii. Plates, glasses and cutlery

Use school cutlery, serving dishes etc.

PFA to investigate hiring plates and glassware for free from supermarkets

iii. Bar

d. Fundraising

i. Raffle prizes

Tickets to cover costs of the event, with small contingency. Fundraising money to be raised by raffle, games (similar to Rathmore) and the bar.

Event needs to raise in region of £1,000 to match the previous income raised by events planned for this time of year.

e. Ceilidh

i. Caller

AB to confirm the caller and obtain contact details for the band.

ii. Band

To be contacted to ascertain availability

9. Any other business

PFA to send out all cake sale dates for the rest of the academic year for inclusion in school newsletter.

PFA to request someone to volunteer to run 2nd hand uniform sales going forward. Failing that SP will continue to run them until such time as someone can take them over.

10. Date of next meeting

8pm 15 March 2016 at the Panton Arms (subject to availability - otherwise 14 March 2016)