

St Albans PFA Meeting Minutes

5 May 2016, 8pm The Panton Arms

Present: Anya Brown, Joanna Birdsall, Jill Elston, Sacha Pearson

1. Apologies

Ingrid Kitzer, Tessa McLeish, Teeba Lundy

2. Minutes of last meeting

Approved

3. Treasurer's report

Bank balance is healthy

AB has suggested to the school that the PFA could offer additional funds towards a 'contingency fund' for the school minibus or for any other requirements. This would be on top of the £4,300 regular commitment for the 2015/16 academic year.

4. Matters arising

a. Summer Fair

i. Volunteers

Set up: We will need a team of half a dozen volunteers from 9/9.30am to help set up, then additional volunteers coming as soon as possible afterwards

Aim to have 2 shifts at each stall, 1-2pm and 2-3pm so that volunteers have opportunity to enjoy the fair

Some stalls need 2 volunteers

SP to contact past volunteers and mention in newsletter need for Summer Fair volunteers

ii. Stalls

1. Food & Drink

JE to ask Jo Wager to check with Maurizio if he's happy to run the bar
We then need to discover if Maurizio wishes to purchase the alcohol or the PFA

AB to list purchases from 2015 event to inform bar requirements

JE to ask Jo Wager to whether she would be happy to run BBQ with help from others

SP to ask Floria if we can borrow her freezer for ice creams

AB to contact Camcattle regarding supplying the burgers

PFA will need to book rolls in advance with a supermarket for collection on the morning

AB to speak with Chriselia if she would be happy to purchase, prep & run the Strawberries and cream stall

NOTE: Dairy free ice cream option may be required as part of shopping

2. Craft activities

AB to stock check cupboard and advise re sand art and other stock requirements

3. General stalls

Fossils –AB to confirm what's in the cupboard

Additional stalls are all subject to having enough volunteers to run them, combined with the required equipment etc.

It was felt 'design an outfit' would not work

JB to run 2nd hand uniform stall

SP to ask around for clothes rails for 2nd hand uniform

JE to run lucky dip

4. Physical Activities

Bouncy castle to be booked urgently

Tess McLeish suggested an alternative bouncy castle supplier, SP to investigate.

Advantage of having 2 x bouncy castles which should be considered is benefit of having one for smaller, one for larger kids

SP to check if Mr Gawthorpe will be available to run the Football Shoot Out

AB to check whether Booker sells buttercream

iii. Stall pricing

AB to check with Teeba re pricing from 2015 event

iv. Running order

Irish dancing arrive for getting ready 11.30am

Set up from 9am

Event: 12midday – 3pm

12-1pm class showcases – Bar and BBQ open (other stalls closed)

Other stalls open at 1pm

Raffle at 2.30pm

v. Raffle

Similar set up to Winter Fair – Friday (24 June), the week before, is no uniform day. KS1 bring in items for adult raffle and tombola and KS2 bring in items for kids raffle and tombola

b. Ceilidh

i. Feedback

Beer quantities revised!

5. AOB

Cake sale prices for all Years to be set at 50p for a largish cake and 30p for a smaller cake and for something extraordinary £1 could be charged

Photo booth suggested for Year 6 disco? SP to discuss with Teresa

'The Old Bicycle Shop' in the old Howes shop might be happy to offer a raffle prize – PFA to approach them

Event licence required for Summer Fair and Leavers Disco. IK to arrange.

SP to ask Mr McCrossan to confirm date for leavers disco

SP to ask Mr McCrossan to book disco man for leavers disco

Consumables left over from summer fair can be used for leavers disco

SP to contact PFA year reps and volunteers to see if anyone would be interested in taking on the role of Treasurer over from AB from September 2016.

SP to check with Teeba if she plans to run a Bags to School this term

Further fundraising options to be investigated: Easy Fundraising (PFA to discuss further with Mr McCrossan).

R&KS1 party and KS2 disco to be renamed and moved to midway through the Autumn Term, but will not be called a 'Halloween' Party. Reception and KS1 party could be 'Heroes and Princesses..' Suggestions welcome.

Film nights – this has happened once before but wasn't repeated. SP to speak to Teeba who might know why this wasn't repeated.

Raffle prizes and tombola prizes for the Summer Fair will be sorted similar to the Winter Fair – i.e. parents volunteer to help. AB suggests that an organised small team will achieve the quickest results.

6. Date of next meeting

7 June 2016 – PFA meeting 9am after drop off

27 September 2016 – 7.30pm - Cheese and wine AGM – SP to check with Mr McCrossan if this is a suitable evening