

St Andrew's PFA Meeting Minutes
Held on Mon 14th April 2008 at 7:45pm

Present – Suzanne, Alan, Nicola, A Barnes, Sam K, Sarah S, Joanne, Claire, Sharon, Hayley, Sam W, Marie G, Nick, Damian M, Dianne, Sarah T, A Boyle, Sandy.

Apologies – Annette R, Anne, Sarah H, Judith, Jane, Cathryn.

1. Chairperson's Report.

Alison welcomed everyone to the meeting & apologised for the start time changing.

2. Treasurer's Report.

There were no finances available at the meeting – they will be included ready for the distribution of the minutes.

Easter Egg Bingo raised £221, and the Cake sale & Colouring competition raised £173.30

There is approx £8400 available to spend in the bank. The money from Barclays for the Dinner Dance is still to be added to this figure.

3. Headteacher's Report

a. Mr Marsh thanked everyone involved in all the recent events – the cake sale & colouring competition, and the Easter Egg Bingo. They were all a great success, and he thanked everyone in the PFA.

b. Plant Sale – Thurs 8 May 2008.

Orders this year were very late. The total order value was £916 – a profit of £426.60.

The plants are due to arrive at school at 1.30pm on Thurs 8th May. Thank you to those who have volunteered to help – A Boyle, A Barnes, Hayley ?, Damian, Marie.

There will be some extras of some plants that can be purchased on the day.

c. Mr Marsh thanked everyone for their responses to his letter sent to all PFA members on 10th March. He has received feedback and replies, and thanked everyone for their contributions.

4. Easter Egg Bingo

This was a great evening and a really good family event. However – it was not a good night for the teachers, who didn't win any eggs!! The PFA would like to pass on their thanks to Annette Rawlinson for stepping in as caller on the night – what a natural!

Suggestion to maybe swap the evening next year to attract different people?

5. Cake Sale

The successful cake sale and colouring competition raised £173.30. Thank you to all who helped on the day, and to Sarah Heib for the great colouring pictures.

6. Treasure Hunt – Fri 16th May.

Alan thanked Nick and Sam W for their help. Alan talked the meeting through the route for this year, and explained the written instructions to be given to each team. The hunt comprises 25 questions aimed primarily at the children, with secret words that the teams need to find. There is a quiz for the children once the teams are back at school.

First team go out at 5:30pm, last team at 7:00pm. There will be a licensed bar – licence in A Barnes name.

Prizes needed are 1st, 2nd, 3rd and a children's quiz prize – A Barnes to get. Letter to go out w/c 21 April.

Tuck shop – at the end of each event a tally sheet needs to be completed with approx quantities of sweets remaining. This is to facilitate easier shopping for the next event. A Barnes and Nick to draw up tally sheet.

Refreshments: Soup with crusty French bread. Hot dogs and rolls, with onions. A Barnes to ask Nigel and Sarah Heib if they would be able to make soup again.

Volunteers so far to help with the food on the night – Marie. Alan & Suzanne will be in the hall – may be able to help, and will be marking quizzes.

Suggestion that next year's Treasure Hunt could be from school to Summerseat.

7. Top to Toe Event – Thurs 1 May 2008

Sam W circulated the letter for this event at the meeting. Letter to go out 15/4/08. Chairs & tables to be set up after school. Volunteers to help at 6pm – Nicola and her mum, Hayley, Mr Marsh to ask Mark.

8. Wine Tasting event – cancelled.

Discussion re cost of tickets, and now plan for this to be the first event of next school year.

Possible date – 10 Oct 2008.

9 Summer Fair – Fri 20th June 2008

Subcommittee due to meet w/c 14 April. Nick reported that everything is going well. The raffle tickets have been ordered & the top 3 prizes confirmed. There will be many familiar stalls, & one or two new ones. Bouncy Castle Company to be asked to man the bouncy castle again.

Nick to ask Sarah H if she would do a chart for the hall again to monitor jam jar/chocolate progress.

Dianne Ellithorn has a contact for meat for the BBQ. Alison to get previous burger/sausage quantities from Cathryn.

10. Charity Status (CS) and Gift Aid (GA)

Nick has looked into CS and GA. We need to register as a Charity because as a PFA we turn over >£5000 per annum. To become a Charity with the Charity Commission we need a constitution, so it would be a good time to review the constitution and the name of the PFA.

Marie G suggested that we should gather the teacher's views re the proposal to move to being a PTFA. It was agreed that we would send a proposal paper and comments slip to all teachers to aid the decision – Nick & A Barnes to co-ordinate.

A Barnes, Nick & Damian to meet to look at the constitution, and bring a revised format to the next meeting.

Nick reported that GA is a good way to bring money into the PFA fund, however you can't claim GA on things sold (eg. Cake sales, concerts, fetes & quizzes) – it can only be claimed on donations.

GA can be claimed on auctions, provided that the things being auctioned raise more than their face value.

We can back date a claim to the year 2000 if we can find any qualifying items. Nick to print off GA info for the next meeting for everyone to read.

12. Hen Party invite – Sat 26th April 2008

All PFA ladies are invited to Annette's hen night on 26th April here at school at 7:30pm. See Alison Barnes.

13. Any other business.

a. Sandy spoke to the meeting about how she feels that the PFA are holding too many events each year – placing a pressure on people to attend the large number of events & on peoples purses. She suggested that when we had a specific focus for fundraising that we rose to the challenge, and when there is not a big project that we cut back on the number of events that we hold. Sam W added to the discussion that Andrew White has suggested that we shouldn't keep trying to raise more and more each year, but set an annual fundraising target of for example £5k. This would take the pressure off people committing to a large number of events, as well as recognise the challenging financial environment at present.

The meeting then discussed which events people felt should continue - A Barnes felt that the 2 discos & Summer Fair were all important events. It was suggested that future letters advertising events could be rephrased to ask parents for a donation – which would be eligible for tax relief?

It was discussed that a running total of PFA money raised should be displayed in the entrance foyer.

It was agreed that a questionnaire should be sent out to a parents and staff – asking for their views on events, which can then be collated to help with future planning of events. Sandy has agreed to undertake this.

b. There was a discussion about PFA spending and the current priorities on the wish list. It was agreed that the PFA would buy three things at this stage: -

1. Folding tables

2. Projector

3. Cine camera

The meeting also discussed the next project, and it was agreed that we try to raise money for two further interactive white boards – one in the ICT suite and one in the corner classroom.

Next meeting date.

Tuesday 20th May @ 7:30pm

A Barnes made her apologies for this meeting and asked Nick to chair.