

St Andrew's PFA meeting

Tuesday 20th May - 7.30pm

Present: Damian, Suzanne, Alan, Dianne, Joanne, Nicola (secretary), Nick (chair)

Apologies: Alison, Cathryn, Marie, Sam W, Sam K, Sarah T

Matters arising from minutes of last meeting: Plant order arrived successfully (£426.60 raised).

Wine tasting now booked for 10th Oct 2008. We will be charged £7 per head, suggest we charge £10 this year, as 1st time, increasing next year if successful.

Sandy is arranging questionnaire before the end of term to ask parents for their views on the number & type of PFA organised events.

Headmasters report: Thanks especially to Alan, Suzanne, Nick for arranging the treasure hunt and to everyone else who helped. Damian has purchased the 6 new tables (some old ones thrown away) - £800 and asked how much he had to spend, to purchase the 2 new whiteboards (£2500 each), projector & cine camera agreed at the last meeting. Work being undertaken on hall ceiling & projector to be looked at then. Need to look at the storage of the tables so they don't get damaged.

Estimate of £10,000-£11,000 will be in the account after Summer Fair & other recent events, along with current balance.

Chairperson's report: Alison passed on her thanks to everyone who organised the Treasure Hunt and food. General feedback to be discussed later. Also looking for volunteers to help tidy the PFA cupboard in the attic the week before the Summer Fair (Thurs 12th or Fri 13th). All at the meeting are at work on those days - any volunteers to Alison please. Damian suggested Mr Greaves could help.

Treasurer's report: Treasure Hunt - £237, entrance fees down although thought more took part this year. Top to Toe £340 - £111 was commission the rest on entrance fees & refreshments.

Recent events: Treasure Hunt - some feedback about it being difficult - although the scores were of a high standard. Good route, being through the park. Could have had more clues in the park (long walk between clues). Kids enjoyed the symbols hunt in the school afterwards. Alan was disappointed the kids didn't actually receive some treasure at the end - bear this in mind for next year. He would rather that they didn't pick the leaves. May be next year could include some local history - lots of time to think about it.

Top to Toe - definitely do it again, requests for another before Christmas.

Summer Fair: Issue about Church being hired out on Friday evening & drive way potentially blocked (fire engine). No cars should be parked on drive as Fire Service should be able to get 24 access to school anyway. Damian to contact Church to ask that it isn't used on Summer Fair night. School recently paid £6500 to Church to assist in car park being re-tarmac'd.

Help needed on the day to set up Fair. Ideally at least 6 or more (any able bodied grand parents, if needed?) Any one able to, please advise a member of the sub-committee. Sarah will be putting up volunteer rota to man stalls. Damian to ask teachers. Joanne's Derek may be able to help with putting up marquees, Nick to ask if Christian Bailey available (helped last year). Need teacher volunteers for wet the teacher - Damian agreed to be in too.

Letter this week with raffle tickets to sell

Further letter after half term asking for help on the night, teddy bears, toys, books, wine, luxury items for raffle prize.

We have some businesses coming in to run stalls for their own goods - paying a set fee for the table. Also advertising space being sold to the leaflet. Hayley, Alan have provisionally requested 2 of the 4 spaces available. Nicola is contacting some other businesses. Nick liaising with the businesses coming.

Quite a few prizes for the draw already.
Generally need lots of help needed – please.

Summer disco: Alison contacting Mike Sixsmith today. Agreed that we should ask Cathryn for Be Delicious to cater – Nick to contact for menu / prices. Check with Sam W as to what we charged last year. Ticket price usually covers food. This event is not a big earner – last of the year – let's give a bit back?

Circus: Sam White passed on leaflet, Dianne has just had them at her school. 3 performances of 1 hour each (1pm, 2.30pm, 4pm) with half hour gap in between x 150 seats, raises £900 if all sold. Dianne's school had no problem selling all. Need to book a year in advance – Dianne to do this for us, hopefully for next May. Will be on school field. Can sell refreshments, however quick turnaround to get 150 people out & next 150 in within half hour, so Dianne's school just did tuck shop. Damian advised no problem with it being on a Sunday – re Church, as finished by 12 noon.

Feedback on change of name to PTFA: Feedback sought from teachers, & discussed in meeting. Generally positive about adding Teacher to name of organisation. Discussed option of PTA, or PTFA & agreed on Parents, Teachers, and Friends Association. All at the meeting agreed that a new, Standard NCPTA Constitution to be adopted. This will also help with the Charity Registration Process which we need to get underway. Bank Account will need to be amended, all agreed with should happen to reflect the change. We would all like to formerly acknowledge and thank the teachers for all of the time that they give to the PFA.

New constitution / Charity registration / Trustees: Nick advised that registration needs to take place and that Trustees required. Trustees must be CRB checked so we should ask governors who are PFA members to take this role as they are already CRB checked. Ask Alison Barnes, Sam W to be Trustees along with Damian and Alan who have also agreed to. Nicola will do if we need more Trustees.

Nick will progress the Charity Registration. This will also allow us to look at whether there is any Gift Aid that can be claimed. Seems the main event we could do so would be the Auction at Dinner Dance – where more than value of lot is sometimes paid, Gift Aid can be claimed on the difference – Nick to progress this with Joanne. The way we organise future events could be changed to help to claim more Gift Aid. Colleague of Joanne, his children's school PFA have been successful in Lottery Fund grant – Joanne to investigate.

Any other business: - none

Date of next meeting: (to be just before Summer Fair to organise jars / chocolate and other things for the Fair etc) Wednesday 18th June, 7.30pm