

Lightcliffe CE (VA) Primary School

PFSA Meeting Minutes – Monday 11th May 2015

Present: Claire Hooper, Mark Robinson, Angela Sibley, Tim Shaw, Sara Bancroft, Kate Dunkley, Alison Crowther, Tracey Frazer, Fahad Hamid, Heather Harding

Project for PFSA to fund

- **Kate** reported that funding from education authority to support the Drama Room project may now not be possible. Charlie will be able to provide further details at next meeting.
- School were struggling to obtain quotes and find a builder willing to take on the job.
- **Sara** agreed to speak with a contact who is a parent at school to see if he could provide any help.
- **Marquee** the option of purchasing a marquee for school (to attach to the school hall or standalone) was discussed but thought to be expensive. All agreed to see if any further information could be found regarding costs and options etc. to approach local Cub group to see if they had any contacts.
- **All** agreed to think of alternative options for larger projects to support. This to be discussed and at next meeting and way forward to be agreed.

PFSA shed

- **Tim & Sara** have sorted the shed and cleared items no longer required leaving more space.
- New storage boxes are required.
- **Tim** to get a second key cut as office cannot locate one, or speak to office staff to let them know where to find the key.

PFSA Facebook page

- All was thought to be good with the website with no further concerns regarding possible inappropriate posts being made by parents, including advertising for businesses.

Film night 20th April 2015

- It was reported that the evening was a success with attendance of approx 122.
- It was suggested that for future events tickets had a space to write the child's name. It was also suggested that tickets were numbered when printed to make it easier to know attendance numbers.

First aiders

- **Claire** suggested that PFSA committee members be trained as first aiders to ensure that all future events were adequately covered.
- **All** in agreement with this.
- **Claire** to investigate
- **Sara** to ring a contact for further advice/information

Car boot sale 16th May 2015

- Event fully booked and enquiries were still being received - expecting it to be a busy event.
- **Claire** to dig out signs for refreshments
- **Claire** to speak to **Helen** about organising a float.

- **Angela** ordered food and will deliver to school kitchen by 9am; 100 sausages, 100 bacon, 100 rolls, 12 pints milk, napkins and teaspoons. There were already adequate supplies of tea, coffee, juice, sugar, sauce and plastic cups & polystyrene cups in Jubilee Room and PFSA Shed.
- **Kate** to ensure PFSA would have access to school and kitchen by 8am.
- **Kate** to organise 52+ tables in 3 x classrooms.
- **Claire** and **Angela** to make flapjack.
- Volunteers organised by **Sara**.

School summer disco

- Original date of 12th June to be moved due to the large number of activities in school during this week.
- A possible new date of 10th July was pencilled in, to be confirmed and agreed with **Charlie**.
- **Sara** to organise volunteers.
- It was agreed to work out best time for the summer disco for next year so as not to clash with other events.

Summer outdoor family dance and BBQ 3rd July 2015

- Agreed that the purpose of this event was a fun family night and celebration and not primarily a fund raiser. With this in mind, it was agreed to keep ticket prices as low as possible (ensuring costs for band & food were covered).
- **Claire** has booked the band at a discounted cost.
- **Kate** confirmed 3rd July does not clash with Y6 leaver's party.
- Time for event agreed at 6-8.30pm.
- Ticket price agreed at £5 per adult and £2.50 per child, to include entry and food.
- Tickets available to purchase in advance only, to ensure numbers could be confirmed for catering.
- Tickets would be withdrawn from sale one week before the event to allow for catering to be sorted.
- **Claire** to speak with **Helen** regarding advertising for the event and ticket sales.
- Bar to be stocked and staffed by PFSA and volunteers.
- **Kate** to ask **Charlie** if he could do something in school assembly to promote the event.
- **Mr Paul** to be approached to source and prepare/cook the food on the evening - burgers, hot dogs, chips and veggie option.
- Pimms tent to be organised and manned by **Angela**
- Free juice available for children.
- Choir to perform. **Kate** to approach **Mrs Webb** to confirm. Children performing in the choir will be entitled to free food and would not be expected to pay for entry into the event. Choir members would have their hand stamped to indicate they were entitled to free food. A separate communication is to be issued to parents of children in the choir, explaining that they would need to buy tickets to attend the event but could pay a reduced fee if they didn't require food but just wanted to watch their child perform.
- **Heather** will assist with recycle of bottles etc after the event.
- Ice cream van to be present. Vendor to pay a set fee or a percentage of takings. **Claire** to organise either Kendalls or contact provided by **Mark**.
- Lawn games already owned by PFSA to be provided.
- **Mark** to organise hay bales

- It was agreed that PFSA committee members would attend as volunteers. Parent volunteers would also be asked for. Any volunteer duties would be split into two 1 hour sessions.
- First aider would be required to be present throughout.
- Volunteer prize draw - to be drawn on the night, organised by Sara.
- It was agreed that a final decision regarding the event taking place would be made one week before to allow for cancellation due to bad weather. No food, drinks or supplies to be purchased until final go/no go decision made.

Parents evening 18th June

- It was agreed for committee members to be present to promote PFSA.

PFSA night out

- Pencilled in to take place after 2015 AGM in October.
- Details to be finalised nearer the time.

Bingo night 16th October 2015

NOT DISCUSSED AT THIS MEETING C/FWD TO NEXT MEETING

- A date of 16th October has been provisionally booked.
- Full details of games format to be discussed nearer the time.
- Times put forward are 6-8pm.
- Hot food to be served - possibly similar pie and peas as before.
- Juice/crisps/sweets or similar to be sold on the night
- Suggest bring your own alcohol.
- Prizes to be sorted.

Christmas Fayre 28th November 2015

NOT DISCUSSED AT THIS MEETING C/FWD TO NEXT MEETING

- Provisionally booked for Saturday 28th November
- Full details TBC.

Next meeting

- Monday 29th June 2015 7.15pm school staff room
- Note for next meeting - we need to secure a date in October for AGM 2015