

PFSA Meeting Minutes
16th November 2020 - 7pm via Zoom

Attendees: Kathryn Webb (Chair), Kirsty Casey (Secretary), Sally Butterworth, Alison Crowther, Lisa Kurowski, Sarah Bell, Nicola Crawley, Nicky Jagger, Emma Oxberry, Kate Dunkley (Deputy Head)

New members: Sarah Lewis

Apologies: Heather Harding, Lisa Arnott (vice Chair), Ana Priestley, Janine Hines

Welcome

Kathryn welcomed everyone and acknowledged the apologies. Sarah Lewis joined us as the PFSA's newest member. Kate Dunkley confirmed that Mr Hilton would concentrate on Governor meetings and Kate would continue to support the PFSA meetings.

AGM

It was agreed that the AGM would be postponed until December to allow time for 2019/20 reports to be collated and members can have more time to consider the roles which will need filling. Kirsty did a quick overview of the vacant roles; Nicola Crawley confirmed she was considering taking on the role of secretary. There were no volunteers to take on the role of chair on the night.

Mrs Helen Bell, the school's business manager will continue in her role as treasurer - please note this was agreed between Kirsty Casey and Helen Bell outside of the meeting.

Kirsty reminded everyone to complete the committee forms and nominations would be finalised at the AGM, hopefully before christmas.

Current fund-raising

Kirsty provided an update on the winter pledge, uniform sales and cauliflower cards. The group discussed and agreed that we need to promote the winter pledge again and also raise awareness about the need for more volunteers. Kirsty agreed to work on a communication that the school office can issue.

Cauliflower Cards

Kirsty confirmed that all artwork had been sent off to cauliflower cards but some issues with late/missing artwork were being resolved. Kirsty anticipates funds of around £700 being raised through commission. When the merch arrives, we'll need a small task force to help check orders and bag up/distribute to classes. Merch will need to be quarantined for 72 hours when it arrives. Nicky, Kathryn, Sarah, Emma, Lisa K, Nicola all volunteered to help.

Uniform sales

At the time of the meeting, the initiative using paypal money pool had raised around £80

Winter Pledge

At the time of the meeting, the initiative using paypal money pool had raised around £230. The group agreed to set a target and include this in the communication. £1000 target was agreed. Kirsty will work on a small incentive, such as entering contributors into a raffle at various milestones, such as £500 and £750 - a small prize of a bottle of prosecco was suggested for each milestone

Raffle

The group also discussed other options of raising funds, and a christmas raffle/lottery was put forward. A small sub-group will join together to sort a raffle, which will involve contacting local retailers for prize donations. Kirsty suggested we could use existing funds to put forward a cash prize, but profits would obviously need to exceed any costs. Nicola Crawley, Sarah Lewis, and Emma Oxberry to take this forward.

Christmas Books

Sally is on with organising christmas book gifts for the children - this will cost approx £600. The group agreed this should go ahead this year. Sally will need help with wrapping when the books arrive, a few members volunteered to help.

Santa

The group discussed the possibility of bringing some festive cheer to the children by decorating the outdoor classroom one day in the run up to christmas, and organising a visit from santa who could hand-out the book gifts to the children, perhaps as they go into school one morning. To avoid cross contamination from Santa, it was suggested that the teachers/TAs may need to help with handing out the book gifts. A small subgroup will get together to take this forward, Sarah Bell to lead. Nicola volunteered to dress up as Mrs Claus if we can't find anyone else.

Spending The Funds

Mrs Dunkley was able to confirm that the laptops the school will be buying will cost approx £12.5k, Mr Hilton has also asked for support with the book raffle (discussed at the last meeting) which will be linked to a reading initiative and could cost a few hundred pounds, Mr Hilton has also asked for help with putting up displays in the corridors. Kirsty confirmed that existing funds were around £7.5-£8k and there might be a chance of raising between £1-£2k over the winter period. Therefore we should be able to contribute to all of these requests but not 100%. To be discussed further at the AGM.

Next Meeting

Next meeting (AGM) to be confirmed via Whatsapp group

Minutes taken by Kirsty Casey (secretary)