**Minutes of the PFA Committee held on**

**Wednesday 7th June at 9.00am**

1. Apologies: Val Sheard, Michelle,
2. In Attendance: Kirsty Costa, Julie Baxter, Justyna Krol, Janet Gilchisk, , Kath Hall, Lisa Hargrewes, Claire Bevignton, Cathy Clifford, Naomi Savory.
3. Minutes: The minutes from the previous meeting were read and there were no matters arising, which were not covered in the agenda.
4. Treasurer’s Report:

* The bank balance, as at 5th Sept 2017, is £5,413.59
* The profit from the recent Summer Fair is £316.12

1. Feedback from events:

The Summer Fair were successful, extra helpers were needed to ensure all stalls were covered. Food and drink stall went down really well.

1. Future Plans and Events:

**The PFA’s New Commitee:**

* Kirsty Costa is going to step down from the vice chairperson position. Val need to limit her participation in PFA, but she is hope to stay the treasurer to the end of the school year. We need to find new chairperson, vice chairperson, treasurer (new person should have time to take responsibilities from Val) and vice secretary.
* Lisa and Mrs Hall came up with the idea; “bring a friend” to PFA’s meetings, to encourage more people to get involved. Also to look for more parents in KS2 classes. As children get older parents don’t get involved as much. Also to encourage new Reception parents and make them aware of PFA and what we try to do to help school.
* Find out if New Shed is being ordered. **Kirsty and Val**.
* Naomi thought of having a closed Facebook group in which helpers can then see regarding up and coming events and get involved with setting up of events. Able to tag in other parents too. Do have a What’s App group at present feel need to expand on this to get more helpers involved. **Naomi** is going to set this up.
* Discussed unfortunately due to short time available and reduced members of PFA we won’t be able to hold a large Xmas Event this year. Will be planning a Drink and Cookie with Santa. To discuss plans at next meeting.
* As 40TH Celebrations are happening this school year we are reducing the number of PFA events so not to over crowd the school diary.

**Class Representatives:**

Reception – Vacant

Y1 – Ruth

Y2- Cathy Clifford

Y3- Kari Jackson

Y4- Vacant

Y5- Janet Gilchrist

Y6-

* To encourage parents to become Class representatives, to discuss and provide parents with information of What the role is.
* We came with an idea to tell parents more about PFA. At Xmas Nativity 12/13th Dec, after the show we are planning to sell non-alcoholic punch and cake/ mince pie for a donation (price £1), and have talk about PFA. Provide leaflets explaining what we are and what we do to help the school. Hopefully to encourage more helpers and supporters.

**PFA School Year Calendar 2017/2018:**

6.10.17 -Macmillan Coffee afternoon

18.10.17 -Reception and KS1 Disco

2.11.17 - KS2 Disco

7&8.12.17- Christmas Gift Sale

7.02.18 - Reception and KS1 Disco

21.02.18- KS2 Disco

8&9.03.18- Someone Special Gift for Mothering Sunday

23.05.18- Reception and KS1 Disco

1.06.18- Freezepop after Scholl Fridays begin

6.06.18- KS2 Disco

14&15.06.18- Someone Special Gift for Father’s Day

(Red dates to be confirmed at next meeting).

**Reception & KS1, KS2 Discos:**

* Disco for Reception and KS1 will take place on 18th October
* Disco for KS2 will take place on 2nd November
* Justyna is planning to send letter about Disco on 6th October, return date for KS1 will be 16th October, return date for KS2 will be 31th October.

**Macmillan Coffee Afternoon:**

MCA will take place on 6th October at 2:30pm. We are going to send leaflets to the school’s neighbourhood. Justyna is going to send a letter to children on Monday 25th September. Justyna will print 200 leaflets, we will share with the streets.

Elswick Green, Elswick Rd ,Pilling Cl , Hornby Rd , Inskip Rd , Garstang Rd,

Freckleton Rd. Any leftover cakes (boxed) will be donated to the Food Bank and sold to children after school.

1. Any other Business**:**

* Justyna asked about possibility of renovating the information board in front of the school. Everybody agreed, Justyna will ask local firms about prices to chicane the “plastic window”, after that committee will chose appropriate one.
* Justyna asked about purchasing new printer, the previous one does not work.

Everybody agreed, Justyna will find some printers and send information to the committee.

* Imageroom Studio offers free session for donation on PFA. Justyna is going to find out further information on; how much cost a regular photo session and the cost to purchase the photos. Further discussion needed at the next meeting.
* Justyna will put Terms of Reference on school’s website.

1. Date of Next Meeting:

Friday 3rd November 9.15am

Contact us by email at: [pfa@marshsideprimary.org.uk](mailto:pfa@marshsideprimary.org.uk)

Via the red folder called- Volunteer Register at the school office

Full PFA Details on the Website- [www.marshsideprimary.org](http://www.marshsideprimary.org)