**5Minutes of the PFA Committee held on**

**Friday 28th April at 2.00pm**

1. Apologies: Kath Hall, Kirsty Costa, Irena Abu Ramadan
2. In Attendance: Val Sheard, Justyna Krol, Claire Bevington, Cathy Clifford, Janet Gilchrist,

Lisa Hargreaves, Lynda McKenna

1. Minutes: The minutes from the previous meeting were read. There were no matters arising which were not covered in the agenda.
2. Treasurer’s Report: The bank balance, as at 5th April, is £5,432.52. Payments have been agreed for books for Year 4, approximately £100 and a tray unit for Year 6, approximately £100 - £150. Profits for recent events are as follows:

* Christmas fair - £706.60
* Christmas gifts - £50.10
* Film night - £49.21
* Discos - £314.64
* Mothers’ Day - £22.45
* Easter Night - £297.90

1. Feedback from events

It was suggested that it may be better to split the gift sales into time slots for KS1 and KS2 so that there is less congestion and over-crowding around the sale area. Reception children could come later after lunch-break has finished. Lynda suggested that we may be able to use the ICT room and just let a few children in at a time, then do the wrapping on the table as usual. Pre-wrapping as many gifts as possible is still beneficial and makes it much easier on the day.

Lynda asked that school is informed the week before if any special equipment is needed for events, eg. microphones, so that they can be ready.

1. Future Plans and Events:

**Discos**

* Reception/KS1 - agreed date as planned, Wednesday 24th May.
* KS2 – to be moved to Thursday 25th May. This makes it possible to shop for all food at the same time if both discos are in the same week.
* Letters for both discos will be sent out on Friday 12th May on different coloured paper for Reception/KS1 and KS2 – **action Justyna/Janet.**

**Summer Fair**

* Suggestions so far include taekwondo demonstration, dancing demonstration, blow-up football, beat the goalie and a barbecue, as well as the usual games and stalls.
* It was agreed to start asking around to see if anyone wants to have a table if they have something to sell. Further ideas welcome.
* Prizes need to be sought as soon as possible – **action Justyna and others.**

**Uniform Sale**

* Discussed and agreed to incorporate it into the summer fair. Also, agreed to wash uniform first and hang on a clothes rail to make it more appealing – **action All.**

**Transition sessions**

* Lynda informed that the transition dates are Wednesdays 21st June, 28th June and 5th July and asked if members would attend **– action All.** Also, agreed to have uniform available which parents could buy as spares.
* Agreed to produce leaflets for new parents explaining about the role of PFA and welcoming them to the school **– action Justyna.**

1. Any other Business**:**

* Discussed possible ideas for the school’s 40th anniversary celebrations based on events from previous decades, including a sponsored walk (around the school perimeter, possibly at the end of September on a Saturday morning), a penny line and a Ball. A separate group has been formed to discuss this, so ideas will be put forward – **action Val and Clare.**
* As in previous years, drinks will be provided for sports day for the children and also a stall selling drinks and ice creams to parents and families.
* Fathers’ Day gifts will be available for children to purchase on Thursday 15th and Friday 16th June.

1. Date of Next Meeting

Wednesday 7th June at 9.00am

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)