**Minutes of the PFA Committee held on**

**Friday 3rd November at 9.00am**

1. Apologies: Julie Baxter, Kirsty Costa, Naomi Savory
2. In Attendance: Val Sheard, Justyna Krol, Michelle Bishop, Cathy Clifford, Janet Gilchrist, Lisa Hargreaves, Lynda McKenna
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 the 5th of October 2017, is £5,360.66
* The profit from the recent discos is £3603.88
* The Macmillan Coffee Afternoon raised £207.59
* Funding request of £440 for coaches to transport children to the pantomime – agreed.

1. Feedback from events:

* Macmillan Coffee Afternoon – nice event, everybody enjoyed it. However, the money raised was less than last year. It was suggested that next year we invite children in to the event during the afternoon, class by class to buy a cake/biscuit if they wish, so they feel more involved and this should help to raise more money. It will be also good to have a raffle or other games like previously (games are usually available in the event pack from Macmillan).
* Discos – give a really good profit. As always, we need volunteers to make the event successful. There were some new helpers from Reception which was great. It was agreed that we need to encourage children to dance or maybe have some games for Reception/KSI. It was suggested that the next disco has a 70s theme.

1. Matters arising

* **The PFA’s provisional new Committee (to be elected at the next meeting):**

Chairperson – Val Sheard

Vice Chairperson – to be agreed

Treasurer – Naomi Savory

Vice Treasurer – Matthew Poulter

Secretary – Justyna Krol

Vice Secretary – to be agreed

* **Class Representatives**

Rec – Rachael Pedder

Y1 – Ruth Phethean

Y2 - Cathy Clifford

Y3 - Kari Jackson

Y4 – to be agreed **(action Val to ask Louisa Bailey)**

Y5 - Janet Gilchrist

Y6 – Julie Baxter

* **Christmas Gift Sale**

This will take place on Thursday 7th and Friday 8th December. **Justyna** is going to send letters to children on 24th November. Helpers so far: 7th – Cathy, Janet, Kirsty and Michelle; 8th – Val, Julie and Lisa. More helpers to be sought for Friday **(action Val).**

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

We agreed:

7th and 8th December - Christmas Gift Sale

8th December – Mufti day for for Coca and Cookies with Santa (to be confirmed)

15th December – Cocoa and Cookies with Santa

31st January – Film Night (to be confirmed)

7th February 2018 - Reception and KS1 Disco

21st February - KS2 Disco

8th and 9th March - Someone Special Gifts for Mothering Sunday

16th March – Mufti day for Easter Night

21st March - Easter Night from 6.00 – 7.30pm

23rd May - Reception and KS1 Disco

6th June - KS2 Disco

8th June - Freezepop Fridays begin

14th and 15th June - Someone Special Gifts for Father’s Day

Sports Day – to be confirmed

1. Future plans and Events

* Mufti day for for Coca and Cookies with Santa. Ask for donations £1/cake/mince pie/cookies. **Justyna** is going to send a letter to children on 1st December
* The new shed (donated by B&Q) is ready to be put up. Just need to arrange someone to do that. Val’s husband, Noel, will be able to do it with another volunteer **(action Val).**
* 15th December - Santa event (Cocoa and Cookie with Santa), from 3.30 to 4.30pm. Santa is going to tell a story (Father Christmas) and children will get cookie and hot chocolate/ milk/fruit juice. There will be a letter box available for children to send their ‘letters to Father Christmas’ and each child will receive a gift from Santa (selection box). Also discussed watching a short Santa movie. Price agreed at £3. **Justyna** is will send a letter to children on 27 November as it will be a ‘ticket’ event’ and will also ask for helpers. **Michelle** agreed to ask her Dad if he would be Santa. **Justyna** is going to do “Refreshments” sign.
* **Justyna** will find someone who can renovate the information board in front of the school, then the Committee will agree the funding.
* Imageroom Studio has agreed to donate money to the PFA for each photography booking. **Justyna** is going to go to Imageroom to ask about letters for children.

1. Any Other Business

After each of the Nativity performances on 13th and 14th December, we are planning to sell tea/coffee and mince pie/cookie for £1, and we will also provide leaflets, one side like for reception parents and second side with list of events (**action Justyna)** 100 copies. Explaining who we are and what we do to help the school, hopefully to encourage more helpers. We also plan to hold a Christmas Raffle **(Justyna and others to seek prizes).** We will sell tickets after the Nativities and the raffle will be drawn on Friday 15th December.

1. Date of Next Meeting:

Wednesday 6th December time at 2pm.

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

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