



PFA Meeting Minutes

25th September 2024, 09:00

Present: Kate Irven, Lorna Richards, Damien Schumacher, Clare Sampson, Amanda Pyall, Sarah Cutting, Emma De Vita, Mark Soloman

1) Accounts

- Mark Soloman presented the account summary for the previous year, which was successful
- It was agreed to maintain an account balance of approximately £5,000
- As there were no further questions, Mark will file the accounts with the Charity Commission next week
- Mark handed over all documents to Kate Irven, who will take over his role as he is stepping down
- Mark offered continued assistance if needed
- The PFA thanked Mark for his contributions to the PFA

2) Trustees

- A trustee list was shared, requiring updates to remove certain names
- Sarah Cutting and Amanda Pyall agreed to become trustees
- Mark will update the trustee list and add Sarah and Amanda to the Trustee WhatsApp group
- The WhatsApp group is used for expenditure approvals, with 50% agreement needed to be quorate
- Mark and Lorna will remain on the Barclays Bank account until Kate is added.

3) Chair and Co-Chair Roles

- The group agreed to run a recruitment campaign in October to attract new PFA members, particularly for the Chair and Co-Chair roles
- Damien and Lorna will stay on until replacements are found
- A cake stall in October will be used to help promote the recruitment drive, with PFA recruitment flyers handed out as people come to the stall
- Clare will write a letter to all parents, explaining the importance of the PFA and encouraging participation

4) Dates for Diary

- 6th December - Christmas Market
- 8th November - Winter Disco
- 18th October - Wacky Wardrobe Day
- 3rd October - Deadline for returning Christmas Cards to Annie

5) Christmas Market

- Kate Irven will book a tent for the event
- Pre-payment for Santa visits will be made through Gateway
- Ambassadors will escort children to visit Santa
- The event will be both indoors and outdoors. The kitchen will serve mulled wine, mince pies, and sausage rolls from Greggs (provided by Cara)
- Mark advised that Kate will need to apply for a TENS license to serve alcohol
- A time slot for toddlers to visit Santa may be reserved
- Sarah Cutting agreed to assist Santa by acting as an Elf



5) Winter Raffle

- The raffle will close in mid-November
- Clare will contact Tesco to request prizes for the raffle

6) 2025 Challenge

- The successful 2023 challenge will be repeated this year, with each child encouraged to raise £20.25 through various activities.

7) Fundraising Drives

- Clare suggested reviving the pond area as a space for science lessons, reflection, and storytelling
- Clare also proposed raising funds for a safe, sports-appropriate surface in the main hall.

Actions:

- Mark to file accounts with the Charity Commission next week.
- Mark to update the trustee list and add Sarah and Amanda to the Trustee WhatsApp group.
- Clare to write a letter to parents encouraging participation in the PFA.
- Kate to book a tent for the Christmas Market and apply for a TENS license to serve alcohol.
- Clare to contact Tesco for Winter Raffle prizes.
- All members to promote the recruitment campaign at the October cake stall.
- Sarah to assist Santa as an Elf at the Christmas Market.