

# ST ALBAN'S CATHOLIC PRIMARY SCHOOL

## PFA Zoom Meeting

### Minutes

Tuesday 24th February 2021, 8.30pm

#### Attendees

Emma-Jane Farrell (Chair)  
Carolina Stannard (Treasurer)  
Irenka Lennon (Secretary)  
Joe McCrossan (Headteacher)  
Jane Burke  
Ingrid Turner  
Liz Callery

Sacha Watson  
Maria Goodall  
Susan Hutchinson  
Teeba Lundy  
Emma Boland  
C. Peres

#### 1. Apologies

Apologies were received from Anja Irwin.

#### 2. Update on outdoor classroom

Emma-Jane confirmed that the outdoor classroom is going to be built in April and a photo will appear in the next newsletter.

#### 3. Update on finances

Carolina explained that the PFA account contains approximately £2,000, excluding a reserve of a further £2,000. This is enough to pay for our regular commitments to fund the minibus's annual service and MOT (c. £1,000) and musical instruments for Year 4 (a reduced bill this year of c. £600-700). However, spare funds are minimal. We are anticipating receiving gift aid of approximately £1,000 but this may not reach us until the next financial year. A CAF donation of £100 has been received and all present expressed their gratitude.

Amazon Smile generated £48 in 3 months for the PFA. Easyfundraising generated £30 last month. **Emma-Jane** agreed to put a reminder about these schemes into a future newsletter, and to talk to Flower about putting up links on the school website.

Signatories and administration of the PFA bank account were briefly discussed. It was agreed that **Emma-Jane** and **Carolina** should discuss this further, to identify arrangements that will minimise inconvenience to those most involved in running the PFA's finances.

#### 4. Year 5 rep

There is no rep for this year group at present. Joanne has some names of parents that she uses as contacts. **Joe** agreed to contact her and approach these parents on behalf of the committee.

#### 6. Future events and activities

##### *World Book Day – 4<sup>th</sup> March*

Joe confirmed that teachers will be celebrating World Book Day during remote lessons on 4<sup>th</sup> March. It was agreed that the school will further celebrate this occasion on 12<sup>th</sup> March by inviting all children to come into school dressed as their favourite character from a book. Each child will receive a £1 book token.

##### *Science week – 5<sup>th</sup> to 14<sup>th</sup> March*

Joe confirmed that Mr Wright will be organising events in school. The possibility of trips to the Cambridge Science Centre was discussed but deemed too expensive, as well as difficult during the pandemic.

##### *International Women’s Day – 8<sup>th</sup> March*

Following a discussion of possible ideas, it was agreed that the PFA would not have the capacity to organise anything to mark this occasion this year, but that we should mark the date in the calendar for a possible event or activity next year. **Joe** agreed to explain International Women’s Day to the children, asking them to find out what their mums do when they are not being mums.

##### *Whole school sponsored event – 19<sup>th</sup> March*

It was agreed that we would have a sponsored virtual sleepout, to increase the children’s awareness of homelessness, and to raise funds for the PFA (75%) and the charity Wintercomfort (25%) who are organising a similar event on another less convenient date in March. Children will be invited to make dens/camps inside their houses, perhaps in living rooms or playrooms. The event requires minimal organisation: the creation and circulation of a poster and a sponsorship form, and a means of paying in the donations raised. **Carolina** agreed to arrange online donations via Paypal.

##### *Lockdown fundraising ideas*

Another idea for virtual fundraising included a virtual raffle, for which we ask parents to offer virtual prizes (e.g. an artistic parent offering virtual art lessons). It was decided that this idea should be rolled into the raffle we usually organise as part of the summer fete in June/July.

Zoom dance parties for year groups were also discussed. It was agreed that the best time to hold these would be after the May half-term holiday, with each class holding 1 party on a different Friday evening. One family will host, providing age-appropriate music for the rest of the class.

A sponsored ‘crazy exercises’ fundraiser was discussed. It was agreed that the best time for this would be summer, and something sporty like this might be linkable to the European football championship (see below).

##### *Global Day and virtual social evening (Date TBC)*

There was widespread support for the idea of linking Global Day with the Euro 2021 football championship, and inviting the children to come into school dressed either in a national costume or in a football shirt of a country they support or have a connection to. It was suggested that a virtual social evening could be linked to this event (and also the ‘crazy exercises’ fundraiser).

### *Summer fete/BBQ*

Jane has extensive experience in running the summer fete and expressed concern over its feasibility this year. Considerable upfront expenses are usually involved, and the safety of stall holders would be hard to ensure. The idea of hosting a BBQ was put forward as a simpler and safer alternative. For example, tickets could be bought online in advance, and each attendee could be offered a standard drink and snack. It was decided that we will discuss this idea further at the next PFA meeting, when the likely consequences of the pandemic for summer events will be clearer.

### *Ice cream sales*

Classes usually take it in turns to organise Friday ice cream sales in the playgrounds during the summer term. The idea of replacing ice cream with wrapped ice lollies was suggested, for hygiene reasons. However, stalls do have a tendency to become crowded, and the year groups are currently separated. It was agreed that we would revisit this idea at a meeting nearer the time.

## **7. AOB**

### *Easter eggs*

The pros and cons of organising Easter eggs for all of the children were discussed. In particular the safety of both the children receiving the eggs and the PFA volunteers handling the eggs was considered. **Ingrid** kindly agreed to ask Tesco whether they could provide their usual donation of eggs. If they can do this, then **Teeba** kindly agreed to organise the collection of the eggs and their delivery to school. Ideally the eggs would be collected and delivered on the day the last day of the spring term. They would quarantine in school over the holiday, then be given to the children to take home on the first day of the summer term, as part of the school's celebration of the Easter season.

### *Well-being and reading*

Joe explained that when the children return to school on 8<sup>th</sup> March, teachers will spend the remaining three weeks of term focusing upon their well-being. There will be 1:1 chats with all children, and more time for social activities. After the Easter, the school will focus upon reading and volunteers may be sought to listen to children.

## **Summary of actions**

Emma-Jane	Discuss signatories and administration of the PFA bank account with Carolina. Put a reminder about Amazon Smile and Easyfundraising into a future newsletter.
Carolina	Discuss signatories and administration of the PFA bank account with Emma-Jane. Set up Paypal for sponsored virtual sleepout.
Joe	Explain International Women's Day to the children on or around 8 <sup>th</sup> March. Contact Joanne in the office about possible names for a Year 5 rep.
Ingrid	Ask Tesco whether they could provide their usual donation of Easter eggs.
Teeba	If Tesco oblige, organise the collection of Easter eggs and their delivery to school.

