

Minutes from the PFA meeting, St Alban's Catholic Primary School

2pm, 6th March 2020.

In attendance: Jane Burke (Chair), Angela Bennet (Vice-Chair), Carolina Stannard (Treasurer), Irenka Lennon (Secretary), Maria Goodall (Parent Governor), Sacha Watson (KS2 playground project lead).

Apologies: Mr McCrossan, Susan Melican, Anja Irwin.

Minutes and actions from the previous meeting

- The minutes were agreed to be accurate and most actions were completed.
- The gift aid claim was on £5300 and we will get back 20% of this this (£1060). There is still a small amount to claim on.
- The task of creating a 'Ways to support your PFA'/calendar document ([Anja/Angela](#)) was postponed due to illness. This action will be carried forward.
- [Maria](#)'s action to speak to the father who rode around Scotland about the sponsored ride will also be carried forward.

Sponsored ride

- The sponsored ride will take place during the week ending Friday 27th March, culminating in a day of relay-riding around the KS2 playground on the Friday.
- Jane confirmed that Amy Shayl (sons in Years 2 and 4) has kindly agreed to lead the event. All attendees expressed their thanks in advance.
- Amy has suggested Addenbrookes Charitable Trust as a suitable charity with which to share the funds raised, and all agreed that this was an excellent choice. ACT will receive 50% of the amount raised. Any gift aid raised during the event will be claimed for the PFA as the administrative burden of this will fall upon committee members. It may be possible to put the ACT logo on sponsorship forms and posters, together with the school's logo. **Action: [Jane/Amy](#) to investigate.**
- We also discussed:
 - Posters – [Amy](#) has already offered to do this.
 - Sponsor forms - at least 2 per family. **Action: [Jane/Amy](#) to make sponsor forms.**
 - A plan to share with teachers **Action: [Jane](#) to make and distribute a plan.**
 - Donations page on *Wonderful* **Action: [Angela](#) to set up an event page and send the link to Jane.**
 - A one pager of what's happening. **Action: [Jane/Amy](#) to make and distribute this.**
 - Health and safety. Jane is a qualified first-aider and will be at the event all day. She will ask Hilary to do a risk assessment.

Supporting preparation for the Year 5 evening social

- This will be a family evening which Susan (Year 5 rep) is organising. It will take place on 24th April. The aim will be to break even, financially.
- It was mentioned that a committee member needs to be present at every event planning meeting no matter who leads. **Action: Jane to double check this and then speak to Susan either way.** [Post meeting note: we only need a committee member to be present at the social evening prep meetings if we consider there to be a subcommittee.]

Rep for Year 4

- Our Year 4 rep, Joanna Birdsall, is stepping down. Everyone expressed their thanks for her hard work over the past two years, which included organising an excellent pumpkin party for KS1. There will be a 'thank you' in the next newsletter. A new rep is needed.

Key stage 2 playground

- Sacha gave an update, explaining that the project was progressing well in general.
- There is an ongoing issue with an apple tree raised bed which she is sorting out with suppliers. This needs to be resolved this spring, to help the tree to grow well.
- There are concerns over whether the landscaping plans are structurally sound. These will need to be checked with someone who is appropriately qualified.
- It is still anticipated that all of the £25,000 raised will be spent on the playground. Sacha shared a document: 'KS2 playground expenditure'. This contains a table indicating expenditure during the 2018-19 academic year and proposed ongoing expenditure for the remainder of the project. Sacha explained that the table will be extended as and when more funds are spent. It was felt that as the governors see all spending plans and quotes already, and as Mr McCrossan is on the committee, further scrutiny from the PFA was not needed.
- After 31st March, Sacha will be able to provide an improved update to the bursar on spending, helping to ensure that the right amounts are held in the right accounts.
- Jane shared a written update on the project which she had prepared for the wider PFA membership in response to requests from parents.

AOB

- The February uniform sale got rained off, unfortunately.
- Jane submitted the charities return form successfully, which is a legal obligation. It will take 2 weeks to process. The school bursar approved the accounts. This was necessary because they surpassed £25,000.
- Ingrid is planning to approach Tesco to ask whether they will donate Easter eggs to the school again this year.
- Early preparations for the summer fair are underway. Bookings have been made for BBQ meat and a bouncy castle.
- The possibility of resurrecting the Cofco veg box scheme which raises money for the school was discussed very briefly. The ratio of effort to funds raised was very high previously (a total of £28 was raised over one year). However, there is an existing code ('STALBANS')

which both new and existing customers can still use relatively easily. It was agreed that we will promote it after the bike ride, to save air time and parental overload.

Date of the next meeting

This will be at 2pm on Friday 1st May.

Summary of actions

Who?	What?
Anja/Angela	Anja to create a pdf of the 'Ways to support your PFA'/calendar document written by a child, and send to Angela. Angela to add in web links and arrange distribution via school bags.
Maria	Speak to fathers who rode around Scotland about volunteering to help to organise the sponsored ride.
Jane/Amy	Find out whether it is possible to put the ACT logo on bike ride sponsorship forms and posters, together with the school's logo.
Jane/Amy	Make sponsorship forms.
Jane	Make and distribute a plan of the bike riding day to share with teachers.
Angela	Set up an event page and send the link to Jane.
Jane/Amy	Make and distribute a one pager for parents of what's happening re the bike ride.