

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

2pm, 24th January 2020

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

Apologies: Mr McCrossan.

Minutes of the previous meeting

These were agreed to be accurate.

Treasurer's brief update

- There is currently around £2000 raised this year
- Carolina and Jane are in the process of re-claiming gift aid on the mud run and last summer's *3 peaks challenge* event. This will be around £300 - 400 for the mudrun. The relevant HMRC form has a glitch in it, making its submission a challenge, but Carolina and Jane are persisting. **Action: Jane/Carolina to re-submit form.**

Calendar of events for 2020

- Jane has worked out a calendar of events which Mr McCrossan has approved. The events will be:
 - March: sponsored ride week ending Friday 27 March
 - 24 April: evening social
 - 22 May: global day
 - 4 July: St Alban's day summer fete
 - 7 July: sports day
 - tbc July: summer concert
 - 16 July: Year 6 leavers' party
- An initial date in late June for the summer fete clashed with First Holy Communion at Fisher House. The fair has therefore been moved to Saturday 4th July.
- Global day has been moved to May. Mr McCrossan is reconsidering the details – there may or may not be food again – and would appreciate the committee's help in recruiting volunteers nearer the time.

- The evening social in April will be organized by Year 5 and Susan will need help with this. Highlights from last year's event included curry and a climate change protest.
- Jane has drafted a flyer to go in school bags which outlines the dates of all the events, plus ways to support the PFA. Everyone thought the design was lovely. Suggested enhancements included adding in useful web links and asking a child to write up the content in their best handwriting.
Actions: Anja to create a pdf of the document written by a child, and send to Angela. Angela to add in web links and arrange distribution via school bags.

Sponsored ride

- The sponsored ride will take place in March.
- This event will be made accessible to everyone by encouraging all environmentally friendly forms of wheeled transport, such as bicycles, scooters, and rollerblades. The key question is: how far can the school ride collectively in a week? Could we make it to Rome, perhaps further?
- It was agreed that each family should set their own target distance to achieve in the week of the event.
- The event will culminate on the Friday, when there will be riders circling the school premises throughout the day in a relay. If possible, this could be videoed to make a 'fast forward' type film.
- Possible apps with which riders can track their progress were discussed. Given that families and individuals will have very different goals and technical expertise, it was agreed that a selection of possible apps should be recommended for people to download on their own devices, to use to track their distances as they please.
- It was agreed that someone is needed to lead the organization of this event, preparing the sponsorship form and organizing any other materials. This role does not necessarily involve going into school much. **Actions: Jane to add a note to the newsletter requesting a volunteer. Maria to speak to fathers who rode around Scotland.**

Key stage 2 playground project

- Last year the PFA raised an impressive £25,000 to refurbish the KS2 playground. A sub-committee led by Sacha is organizing the refurbishment. Maria, Mr McCrossan, and two other parents (an architect and a landscape architect) also sit on the sub-committee. The PFA committee is very grateful for all the hard work and careful thought that the sub-committee are putting into the project.
- Many parents have been asking about the project's progress informally in the playground. Jane therefore prepared a draft update for our general membership which she shared at this meeting. Both the idea of a written update, and its content, were well received. Some alterations to the wording were suggested and discussed.
- It was clarified that the objectives of the refurbishment remain the same. The project's five priorities (supported by all of this meeting's attendees) are:
 1. Repaint the coloured lines on the surface.

2. Buy new nets and new equipment to restock the sheds – at playtime the children play with balls, rackets, skipping ropes, pogo sticks etc. These are in significant disrepair.
 3. The roof above the sheltered seating, in order to make it a fully dry space, which the school and children can still use in wet weather.
 4. Replace seating and provide more seating.
 5. Planting (including replacing the planters that are rotten).
- It is anticipated that the full £25,000 will be used on the above priorities and the PFA committee supported spending the full amount to achieve these aims (as opposed to trying to keep some back for another project). It was agreed that if any money is left over, then this should be used to improve the 'look and feel' of the playground, making it more inviting for new Year 3 children. The committee were keen on this because of the wording used last year to raise the funds - so that parents would feel that it was being transparently used to the purposes stated at the time.
 - The school has created a list of new equipment (Priority 2). They know what works well, so there is no need for others to produce this.
 - It was agreed that Jane's update will be distributed as an attachment to the school's weekly newsletter e-mail, and there will also be a link in the newsletter. **Action: Jane to finalise the wording of the update and arrange its distribution to parents.**
 - Sacha confirmed that she is still using the PFA e-mail account to receive and organize quotes and other correspondence relating to the project. It was agreed that this is a sensible way of maintaining an audit trail for the PFA.

AOB

- The charity commission still requires some personal details of committee members. These were shared with Carolina during the meeting.
- Our plan to raise £6,500 for the school this year was shared with the governors and well received.
- The governors made a formal request for a new rule that the PFA will not fundraise for any specific item costing over £2,000 without first checking with them that it is on their list of capital items needed by the school. (The governors have previously given the same threshold of £2,000 to the school.) Mixed views on this request were expressed. On the one hand, we would naturally want to align fundraising for expensive items with the governors' wishes; the positive relationship between the PFA and the governors is highly prized and we do not want to be in tension with them. On the other hand, the PFA is an independent charity, we don't know how the MAT might affect such an undertaking, and we have no idea how make such an obligation stick to our trustees - there is nowhere to declare it to the Charity Commission in our annual return. It was agreed that the best solution would be for an informal understanding on this matter to be put in place. **Action: Jane to formulate the wording for an informal understanding and respond to the governors.**

Date of the next meeting

- This will be 2pm on Friday 6th March.

Summary of actions

Who?	What?
Carolina/Jane	Re-submit paper gift aid claim and complete the electronic return too.
Anja/Angela	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.
Jane	Add a note to the newsletter requesting a volunteer to lead the sponsored ride.
Maria	Speak to fathers who rode around Scotland about volunteering to organize the sponsored ride.
Jane	Finalize the wording of the KS2 playground update and arrange its distribution to parents.
Jane	Formulate the wording for an informal understanding between the PFA and governors relating to fundraising for items over £2,000, and respond to the governors.