

# ST ALBAN'S CATHOLIC PRIMARY SCHOOL

## PFA Zoom Meeting

### Minutes

Thursday 25th March 2021, 8pm

#### Attendees

Emma-Jane Farrell (Chair)  
Irenka Lennon (Secretary)  
Joe McCrossan (Headteacher)  
Anja Irwin  
Jane Burke  
Sacha Watson  
Maria Goodall  
Liz Callery

Susan Hutchinson  
Teeba Lundy  
Emma Boland  
Matthew Cleevely  
Anna Cleevely  
Angela Bennett  
Chiara Berneri

#### 1. Apologies

Apologies were received from Carolina Stannard and Ingrid Kitzer.

#### 2. Actions from the previous meeting

All actions were completed, however we still don't have a Year 5 rep. Joanne is exploring options for us.

#### 3. Update on finances

Jane gave a brief financial update. World book day raised £360. The sponsored sleep-out raised £1642, of which a quarter will be donated to Wintercomfort. At present we are around £300 short of the £1000 needed to fund the minibus' annual service and MOT. However, there are still several fundraising events left this year, which should cover this. We are anticipating receiving gift aid of approximately £1,500 in around 3 weeks' time.

#### 4. Memorial for Beth

Everyone expressed their sadness at the recent loss of Beth Cowley, our much-loved teaching assistant in Reception class and member of the City Kids team. Joe explained that Bishop Alan has sent a letter of condolence and will say a Mass for Beth. All the children and staff have been taking time for prayer and reflection, and some beautiful psalms and cards have been created by Year 5 and Reception Class respectively. The whole school community is keen to support Beth's family and to remember her in a fitting way.

Maria gave an update of the memorial fund which she has kindly organised. Almost £700 had been raised, and £20 had been spent on a digital card with extra pages as a great many families and teachers have wanted to express their condolences. Maria has arranged for flowers to be sent to Beth's mother monthly over the coming year.

Plans for a memorial tree in the school grounds were discussed. Joe confirmed that the best location would be the Key Stage 1 playground, possibly where the pond used to be. The secretary of City Kids suggested a colourful cherry tree might be what Beth would have enjoyed. **Maria** and **Joe** kindly agreed to explore options for its location, size and species, as well as a bench with a plaque to accompany it.

#### 5. Easter eggs

Tesco kindly agreed to donate £150 worth of Easter eggs. (Post meeting note: in the end they donated £210). Everyone expressed their gratitude to Tesco for this generosity, and also to Ingrid for approaching Tesco and making the arrangements. Ingrid has arranged for the eggs to be delivered to the school on the morning of 27<sup>th</sup> March. Irenka organised and received delivery of 13 eggs for children with special dietary needs and will also deliver these to school on 27<sup>th</sup> March. All eggs will 'quarantine' over the Easter holidays. They will be given to the children on the first day of the summer term, hopefully as part of an Easter egg hunt. **Emma-Jane** agreed to write a 'thank you' letter to Tesco on behalf of the PFA.

#### 6. School website: PFA updates

Emma-Jane is updating the PFA information on the school website and ran through the gaps to be filled and details to be updated. **Emma-Jane** offered to advertise the following roles in the school newsletter: events risk assessor; raffle/event tickets; ticket sales; and Year 5 rep. **Joe** agreed to approach a parent with known expertise in risk assessment. **Teeba** agreed to check with Celia Crooke that she is happy to organize the Christmas cards for one more year. **Teeba** confirmed that she is happy to continue organizing Bags2Schools and the next collection will be in June.

#### 7. School wish list

The need for a school 'wish list' to guide and inspire fundraising in the next school year (2021/2022) was discussed. It was agreed that this should be put out to the school community. **Emma-Jane** agreed to organise this and **Joe** agreed to talk to the school council about it.

#### 8. Events and activities in the summer term

##### *Ice lollies*

The feasibility of running safe afterschool sales of wrapped ice lollies on Fridays was discussed at length. It was agreed that these could provisionally start in June (after the half-term holiday) but

that we would confirm this plan at the next meeting. We plan to have online payments only, and to have boxes of lollies at each gate, which could be given out by teachers. Donations and storage of ice lollies will need to be arranged.

#### *Zoom dance parties*

It was agreed that these will be held on Fridays from 5pm to 6pm, for a different year group each week. The first party will be for Reception class on Friday 23<sup>rd</sup> April. **Joe** kindly agreed to be the DJ. The parties will be shown in the school hall for children attending City Kids.

#### *Crazy exercises/dance contest fundraiser*

The idea of a sponsored 'crazy exercises' fundraiser was revisited, and it evolved into the idea of 'The Great St Alban's Dance-off'. **Joe** agreed to talk to a Year 4 parent with professional expertise about teaching each class a dance during PE lessons during the first half of the summer term. A zoom performance for the whole school community will then be held in the second half of the term, with either tickets for parents to purchase online, or requests for online donations. Amusing awards will be given to performers.

#### *Global day*

**Joe** confirmed that children could come into school in national dress, colours, or sports kit on this date – **TBC**.

#### *Summer fete/BBQ*

In the previous meeting, the idea of hosting a BBQ was put forward as a simpler and safer alternative to our usual summer fete. For example, tickets could be bought online in advance, and each attendee could be offered a standard drink and snack. The idea was revisited in this meeting and there was still enthusiasm for it, pandemic rules permitting. It was agreed that Saturday 3<sup>rd</sup> July would be reserved for the event. If possible, a summer raffle would be drawn at the event.

#### *Donations day and summer raffle*

In normal times the PFA organises a donations day to collect prizes for a summer raffle. Children bring prizes into school and these are then sorted into hampers. **Joe** agreed that it would be possible for a small number of parents to do this as usual this year, pandemic rules permitting. The parish hall may be useable for this. There was also a lot of enthusiasm for online donations. It may be possible to have a combination of online and physical donations.

#### *Virtual social evening*

**Emma B** offered to think further about organising a social event for Reception class parents, who have had little opportunity to meet and socialise yet.

#### *Miss Binnie's pyjama party*

**Joe** agreed that on one day during the last two weeks in July, the children can come into school dressed in their pyjamas. A small optional online donation to the PFA will be requested. Miss Binnie enjoyed rewarding her class in this way, and we will send her a card to let her know that she has inspired this fundraiser. **Emma-Jane** and **Joe** will identify a suitable date.

## **9. AOB**

#### *Uniform sale*

The timing of the next 2<sup>nd</sup> hand uniform sale was discussed, including the pros and cons of organising something in the summer term. It was agreed that the next sale will take place in September. In the summer term, the Whatsapp group for uniform exchanges will be highlighted again in the newsletter

and by year reps. **Joe** offered to mention the Whatsapp group to new Reception class parents at the forthcoming virtual welcome meeting.

#### *Year 6 leavers' disco*

It was agreed that discussion of this should be prioritised at our next meeting. It may be possible for a group of parents to cook a special meal and serve it to the children in the school hall one evening. **Teeba** and **Susan** agreed to give this some further thought.

### **10. Date of the next meeting**

The next meeting will be at 8pm on Thursday 6<sup>th</sup> May.

### **Summary of actions**

|           |   |
|-----------|---|
| Maria     | Explore options for Beth's memorial with Joe.   |
| Emma-Jane | Write to Tesco on behalf of the PFA to thank them for the Easter eggs.<br>Advertise vacant PFA roles in school newsletter.<br>Collect ideas from school community for school 'wish list'.<br>Identify a suitable date with Joe (within the last two weeks of July) for dressing up in pyjamas   |
| Joe       | Explore options for Beth's memorial with Maria.<br>Approach parent with expertise in risk assessment about joining the PFA committee.<br>Talk to school council about ideas for school 'wish list'.<br>Be the DJ for the Zoom dance parties.<br>Talk to a Year 4 parent with professional expertise about teaching each class a dance for the dance-off fundraiser.<br>Confirm the date of Global Day when children can come into school dressed up.<br>Identify a suitable date with Emma-Jane (within the last two weeks of July) for dressing up in pyjamas. |
| Emma B    | Think further about organising a social event for Reception class parents   |
| Susan     | Think through possibilities for the Year 6 leavers' disco with Teeba.   |
| Teeba     | Check with Celia Croke that she is happy to organize the Christmas cards for one more year.<br>Organize Bags2Schools collection in June.<br>Think through possibilities for the Year 6 leavers' disco with Susan.   |