

# ST ALBAN'S CATHOLIC PRIMARY SCHOOL

## PFA Zoom Meeting

### Minutes

Thursday 6th May 2021, 8pm

#### Attendees

Emma-Jane Farrell (Chair)  
Irenka Lennon (Secretary)  
Joe McCrossan (Headteacher)  
Carolina Stannard (treasurer)  
Anja Irwin  
Jane Burke

Sacha Watson  
Maria Goodall  
Susan Hutchinson  
Teeba Lundy  
Emma Boland  
Liz Callery

#### 1. Apologies

Apologies were received from Ingrid Kitzer.

#### 2. Actions from the previous meeting

The recent Easter egg hunt was very successful. As an alternative to Emma-Jane writing to Tesco to thank them for their donation, the whole school sent a letter which included some anonymised photographs.

Vacant PFA roles were advertised in the school newsletter. Caoimhe kindly agreed to be our health and safety co-ordinator. There are still vacancies for other roles.

Joe confirmed that the Zoom dance parties are now up and running and his new role as DJX is going well. There were a few sound difficulties with the first party (Reception class) but these were resolved for Year 1's party. The children are very much enjoying these events.

Other actions are explained below.

#### 3. Finances: gift aid & minibus

Gift aid has been received, resulting in a bank balance of around £650.

Minibus costs were discussed. Joe explained that the minibus needs servicing each September, and training is required for any staff member who drives it. Petrol is charged to families as and when trips take place. The minibus's last MOT was in November. (**Joe** agreed to check this.) Joe confirmed that the PFA does not currently owe the school anything for past minibus costs and our next payment will be for the September 2021 service.

#### 4. Memorial for Beth

Maria gave an update, confirming that almost £300 of the memorial fund has been spent on flowers for Beth's mum. The remainder of the £700 raised will be spent on a cherry tree and a circular bench that can go around it. Joe confirmed that Beth's mum likes this memorial idea.

**Maria** has identified a good bench on-line. It is currently out of stock and may not arrive by the summer, but she is visiting the website regularly. With **Sasha**, she has created a shortlist of cherry tree varieties. The final selection will be made once its long-term location is confirmed, and this will be done once the work on the outdoor classroom is complete. It was agreed that one (or possibly two) cherry trees could initially be planted in some large plastic flowerpots that are left over from the KS2 playground project. **Sasha** will bring these into school. The young trees could be positioned at the entrance to the outdoor classroom to form an arch, having a calming influence on children entering it.

#### 5. Reception class social and KS1 garden

Emma B gave an update on ideas for an event to help Reception class families to get to know one another better, and some alternatives were discussed. Rather than having a virtual event, it was agreed that an informal gathering in the KS1 playground would be better. Its purpose would be primarily social. Joe agreed that if the easing of Covid restrictions goes ahead as planned, then this event could take place after school on Friday 25<sup>th</sup> June. **Emma** agreed to gauge enthusiasm from parents for this event and possibly also a second event. Ideas for the second event included doing some relaxed gardening in the KS1 playground, with parents bringing their own tools, thermos flasks and any spare plants from their own gardens.

#### 6. Form for teacher requests to PFA

**Sasha** confirmed that she had obtained a well-structured form for teachers to use, in order to communicate their needs to the PFA. The form could be used for small requests (for example, a set of special books) at any time of the year, and requests could then be considered at the next meeting, for example, checking that they fit within the PFA's constitution. There was broad support for this idea and **Sasha** agreed to make up the form with the school header and send it to Joe.

**Anja** suggested we could benefit from an amazon wish list. Requests from teachers could be transferred to the list if approved by the PFA. **Anja** and **Emma** agreed to find out how to set one up. (Note that amazon wish lists are distinct from being a named charity on smile.amazon.)

Further ways of garnering school needs to guide and inspire fundraising were also discussed. These included a vision evening (which teachers are normally involved in) and an online survey for parents.

#### 7. Second-hand uniforms and meeting for new reception class

**Carolina** confirmed that the Whatsapp group for second-hand uniforms is still active and that parents wanting to acquire or donate uniforms can be directed there. However, it has not working well recently - donations for uniforms are not being placed in the PFA post box. A complex discussion of logistical alternatives ensued and a provisional new arrangement was agreed: **Carolina** will arrange for donations to be made via Paypal, and uniform can be collected after a donation has been made.

A meeting for new parents is to be held on 10<sup>th</sup> June and it was agreed that **Emma-Jane** would attend as the PFA representative. She agreed to explain the new system to these parents. It was

agreed that **Emma B** and **Maria** would ask parents in their year groups for donations, which could be collected and quarantined prior to 10<sup>th</sup> June.

## **8. Bags4school**

Teeba confirmed that she has arranged this for June. Emma-Jane confirmed she has put the date into the school newsletter.

## **9. Birthday cakes**

The children are really enjoying their birthday cakes but unfortunately current donation levels are not sufficient to cover costs – around £10 per cake. It was agreed that greater clarity is needed for parents. **Emma-Jane** agreed to arrange for details/links to be added to the newsletter, near the photos of the cakes, explaining how to make donations.

## **10. Plans for this term**

### *Year 6 leavers' disco*

It was agreed that the leavers' disco will go ahead but will be low key, due to the pandemic. A picnic or pizza dinner and dance will be held in school for Year 6 children only, with Zoom viewing for parents. A compilation of short film messages from friends in other years will be made, and projected during the event. **Maria** agreed to send Joe a link to a website for creating this. **Joe and Teeba** agreed to liaise to make the arrangements.

### *The Great St Alban's Dance-off*

Joe confirmed that a parent in Year 4 parent with professional expertise is keen to be involved. **Emma-Jane** agreed to contact her again. (In the previous PFA meeting it was agreed that each class would learn 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*

It was agreed that this event would be put on the backburner for now and revisited after 17<sup>th</sup> May, when Covid restrictions are due to ease.

### *Summer BBQ*

Previously, Saturday 3<sup>rd</sup> July was set as a provisional date for this event. It was agreed that this should remain the case. Joe explained that he was not yet in a position to confirm it, given the current levels of Covid in the Cambridge area. (In a previous PFA meeting it was agreed that if this event goes ahead, then tickets could be bought online in advance, and each attendee could be offered a standard drink and snack. If possible, a summer raffle would be drawn at the event.) Ideas around buying burgers from CamCattle and sausages from Asda were discussed.

**Jane** agreed to arrange an operating license. **Emma-Jane** agreed to investigate an event license. **Sasha** agreed to send Emma-Jane information about this.

### *Donations day for summer raffle*

A provisional date of Wednesday 30<sup>th</sup> June was agreed upon.

### *Miss Binnie's pyjama party*

**Joe** confirmed that this event can definitely go ahead. He will soon confirm a date, which will be towards the end of term.

#### *Ice lollies*

It was confirmed that Ice lolly sales will begin on the first Friday after half-term, starting with Years 6 and 2. We plan to have online payments only. Lollies will need to be bought in advance. **Joe** agreed to arrange freezer space.

#### **9. AOB**

Reception class parents have been enquiring about after-school activities. Joe confirmed that there will be none for Reception and KS1 until September. **Emma B** agreed to share this information with the parents.

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

The next meeting will be at 8pm on Wednesday 9<sup>th</sup> June.

#### **Summary of actions**

Maria	Arrange purchase of bench for Beth's memorial once it comes 'in stock' again. Ask parents in Year 1 for uniform donations (in time to quarantine by 10 <sup>th</sup> June). Send Joe a link to a website for creating compilations of short film messages (for leavers' disco).
Emma-Jane	Arrange for the newsletter to contain info/links on donations for birthday cakes. Attend meeting for new parents on 10 <sup>th</sup> June as PFA representative, mentioning Whatsapp group for second-hand uniform. Contact Year 4 parent about the Great St Alban's Dance-off. Investigate event license for BBQ.
Joe	Check date of minibus's last MOT. Liaise with Teeba to arrange Year 6 leavers' disco. Confirm date for Miss Binnie's pyjama party. Arrange freezer space for ice lollies.
Emma B	Gauge enthusiasm of Reception class parents for social event(s) in the KS1 playground. Work with Anja to set up an amazon wish list. Ask parents in Reception for uniform donations (in time to quarantine by 10 <sup>th</sup> June). Inform Reception parents that there will be no after-school activities for their children this term.
Sasha	Bring large flowerpots into school for Beth's memorial.

	Make up teacher request form with the school header and send it to Joe. Send Emma-Jane information on event license for BBQ.
Teeba	Liaise with Joe to arrange Year 6 leavers' disco.
Anja	Work with Emma B to set up an amazon wish list.
Jane	Arrange operating license for BBQ.
Carolina	Arrange for uniform donations to be made via Paypal.