

ST ALBAN'S CATHOLIC PRIMARY SCHOOL

PFA Zoom Meeting

Minutes

Wednesday 9th June 2021, 8pm

Attendees

Emma-Jane Farrell (Chair)
Joe McCrossan (Headteacher)
Jane Burke
Sacha Watson

Maria Goodall
Susan Hutchinson
Teeba Lundy
Emma Boland

1. Apologies

Apologies were received from Irenka Lennon (Secretary), Carolina Stannard (treasurer), Liz Callery, and Anja Irwin.

2. Actions from the previous meeting

This recap was skipped in order to make time for new business items.

3. Finances: gift aid & minibus

Jane confirmed that larger payments had been received via Easy Fundraising £49 and Amazon £66, which totals over £100 for the 1st time. Giftaid has come through from 2019, which will cover the PFA contribution to the school. Jane has also applied for the gambling license, which is valid for one year.

4. Memorial for Beth

Maria gave an update: the circular bench which she had been waiting for to be back in stock, is now out of stock till September. She checked with Joe if it was best to wait or try to buy another item sooner. Joe asked that instead a picnic table be purchased. However, all outdoor furniture is hard to come by. At earliest, a picnic table may be in stock come July. If not, the furniture will hopefully be bought by September. Joe also identified the location for the trees. Two cherry trees are to be planted at the corner of the stairs leading up to the outdoor classroom. These will be purchased after the bench. Joe also mentioned that he had spoken to Beth's mom and that she is very touched by the monthly flowers she has received so far from the school community. **María will keep checking the website and purchase the picnic table as soon as it becomes available.**

5. KS1 garden layout

This was discussed with regards to Beth's memorial. Joe identified the location for the planting of the cherry trees.

6. Summer fete

It was agreed that the given the government is likely to delay the next COVID stage, it was best to cancel this year's summer term. **Emma Jane will put a notice in the newsletter.**

Emma Jane also brought up the idea of a Harvest festival instead. The even could take place in the fall and replicate summer fair activities. Maria pointed out that the Pumpkin Party usually happened very closet to Halloween, which made it awkward. An earlier date for the Harvest Party (late September/early October) would hopefully provide good weather for an outdoor event and be far enough from Halloween that there would be no confusion about the theme. Joe emphasized that the even should be light touch: BBQ and music. He recommends not trying to recreate the events of the summer fete but instead make it an even that casually welcomes the families back to school.

A **raffle** also usually happens at the summer fete, but it was decided to host a virtual raffle this summer without the fete. Jane suggested a hamper and an extra gift per class for the end of term. Legally tickets have to be printed, so the tickets will go in the school bags. Joe, who usually does the draw for raffles, will do this year's draw on Zoom. It was decided that each year group will donate one family hamper and an extra gift, like discount to a family business, etc.. **Year reps are to organize the hampers**, but as Teeba pointed out, they should not be left to solely create the hampers. **Volunteers are welcomed!** Year reps can ask goods donations – chocolates, wine – or can ask for financial donations and crate the hamper with the funds. Hampers are meant to be family friendly, i.e. including gifts for adults (alcohol) and children (toys, games, treats). Emma Jane will put a notice in the newsletter. **Jane will find a list of suggested item donations that Emma Jane/Year Reps can include in their communications. Jane has volunteered to reach out to local businesses for prize donations. Joe will ask Premier sports for a spot in the school's summer camp.**

7. Yr 6 leavers event

Teeba had not received the information on the video montage. **María is to re-share it with Joe.** It can also be found here: <https://www.vidday.com> Teeba suggested that with the COVID restrictions unlikely to be lifted on June 21st, they should focus on doing pizza and a sweet treat for the Yr 6 children. Parents could join via Zoom. Joe said that if restrictions allow, parents might be able to join outside in socially distance tables. **Joe and Teeba will coordinate.**

8. Dance off

Emma Jane apologised for not moving this forward, but she had been short on time. Joe suggested that the even now wait until autumn, as there is a lot of sport going on at school with cricket and tennis coaches. The mother who can teach the dance is still happy to support the school in this. **Emma Jane to contact the mother and plan for the dance off to take place in the autumn, possibly as part of the Harvest Festival.**

9. PJ Day

The date has been set for the 2nd of July. All children can come into school in PJs to celebrate Miss Binney and her time at the school. PFA will not ask for financial contributions. The school will take pictures of the day and share them with Miss Binney's mother. **Joe to double check the date.**

10. Global Day

Joe asked that it be held on the 25th of June. It was planned to be part of the summer fair, but it will not be its own stand alone event. It will take place whilst the European Finals are going on, so children can wear their national football colours, national dress, or national colours. There will be a £1 donation via PayPal. **Carolina to set-up PayPal. Year Reps need to share link. Emma Jane to include link in the newsletter.**

11. AOB

Amazon Classroom Wish list

Emma B and Anja have been working on the Amazon classroom wish list. Anja created a test list, which Emma B demonstrated to all of us. The idea is that each teacher can create their own classroom wish list. If parents purchase items on the wish list, Anja has set it up that the items will be distributed to the school during week day working hours. The system still needs to be tested to see if items arrive labelled/addressed to the write classroom so that teachers can find their parcels. **Joe is to get the teachers to create and trial making their own wish lists. Then in coordination with Emma B make sure that the list is functioning before advertising to the wider school. Need to decide at next PFA meeting if this will go live before the end of year or at the start of next year. Also need to consider how long this type of fundraising goes on along regular fundraising activities.**

Ice Lollies Sale

There has been confusion on the WhatsApp about whether the ice lollies would be a sale (in replacement of the ice cream sales) or just a suggested contribution. And there was also confusion if the ice lollies would be distributed at the gate or in the classroom. Jane questioned whether or not this needed to be a fundraiser or if it could just be a nice treat put on by the PFA. It was agreed that no donation would be requested. Joe suggested that the Global Day donations will help cover the costs. Therefore, ice lollies will be distributed in the designated classrooms at the end of the day. **Susan will buy the lollies and an extra pack of Free From so that teachers can distribute them.** Joe has checked that there is freezer space. Each week there will be a class from KS1 and KS2. This should mean that each class gets two goes before the end of term. The first Friday, June 11th will be Reception and Year 3. Joe has called the Fridays "Free Lolly Friday". **Joe or Emma Jane to put notice in newsletter just to let parents know this is happening.**

2nd Hand Uniform Sale

Susan asked that the 2nd hand uniform sales continue for all classes. There were a few families that attended the Reception sale and it did make money. More importantly, Susan suggested that the sales do help families and next school year could be financially difficult for some families. She also reported that there is a shortage of jumpers size 30. **Susan to send Joe a blurb requesting jumpers. Joe to ask in the newsletter for donations of size 30 jumpers.** There will also be a sale to new Reception families, which Emma Jane will advertise to them on the June 10th Zoom. Susan conferred with Carolina and the new reception sale will be Thursday, June 17th outside the front office. On Friday, June 18th will be the Yr 1 sale in the KS1 playground. **Volunteers appreciated for the 18th.**

Bags2School

The date is 22nd of June. Teeba believes the bags will be going out this week with the children. Each bag should be labelled with the a list of acceptable donations and the date of the collection. **Emma J to put a notice in the newsletter.** Joe also said that any unlabelled lost property at school will go into the bags..

Giftaid

María offered to match online donations via PayPal with our Giftaid list. However, Jane pointed out that there are only 12 families (approximately) listed with Giftaid and that legally PayPal donations have to match with the name on the forms. Therefore email addresses are not enough. It brings up the point that maybe in the future for big fundraising events, it is worthwhile to go through a fee-paying website that allows Giftaid, as it still might raise more money. **It is also worth doing a big Giftaid and Standing Order drive; PFA to consider at the start of next year.**

DJX

Joe mentioned that all the DJX events had now finished. Several parents on the call said how much their children enjoyed the discos. Joe is willing to repeat but with mixed classes within each Key Stage. **He will give it rest for this week, and then do an event for Reception, KS1, and KS2 separately. Joe to put notice and dates in the newsletter.**

Gazebos

Joe informed us that the gazebos are being used in the playgrounds to provide shade and water stations due to the heat. Teeba agreed that they were needed and appreciated. However, one of the gazebos needs replacing. Jane saw some at Next, but Joe said the school needs a larger size.

St Alban's Day.

Joe informed us that there will be a Mass on June 22nd to celebrate St Alban's Day. It will be held in OLEM, so parents will be invited to join the children. Parents will not be able to join on Sports Day, so this is an opportunity for them to join the school. **Joe to put date and parent invitation in newsletter.**

End of Year Mass

Again, Joe would like to invite all parents, but especially Year 6 families, to the Mass at OLEM. This will be in lieu of parents attending the leavers assembly, so they are encouraged to come and see their children receive their St Alban's pens. **Joe to put date and parent invitation in newsletter.**

Outdoor classroom

Teeba asked if anything was going to be done on the floor of the outdoor classroom because it was incredibly dusty and the children were covering themselves with dirt and dust during playtime. Joe explained that bark chippings have been ordered for now, but that the plans was that over the summer Steve would put in a decking floor. He also explained that because in the afternoons there is always a class playing in the KS1 playground it is difficult at the moment for teachers to use the outdoor playground. However he is sure that it will be a great long-term asset for the school once the KS1 playground does not need to be subdivided and in constant use.

KS2 playground

Emma Jane updated everyone: the table tennis tables are to arrive this week. Joe also mentioned that the marble run for the yellow area will be arriving soon. This should mark the last of the equipment items from the KS2 fundraiser.

12. Date of the next meeting

The next meeting will be at 8pm on Thursday 24th June.

Summary of actions

Maria	<ul style="list-style-type: none"> • María will keep checking the website and purchase the picnic table as soon as it becomes available. • María is to reshare video montage link with Joe for Yr 6 leavers event.
Emma-Jane	<ul style="list-style-type: none"> • Emma Jane will put a notice in the newsletter about summer fete cancellation. • Emma Jane to contact the Dance-Off mother and plan for the dance off to take place in the autumn, possibly as part of the Harvest Festival. • Emma Jane to include link for Global Day donations in the newsletter. • Joe or Emma Jane to put notice about Free Lolly Fridays in newsletter just to let parents know this is happening. • Emma J to put a notice about Bags2Schoolin the newsletter.
Joe	<ul style="list-style-type: none"> • Joe will ask Premier sports for a spot in the school's summer camp to include in summer raffle. • Joe and Teeba will coordinate for Yr 6 leavers event. • Joe to double check the date for PJ Day, currently pencilled for Friday 2nd July. • Joe is to get the teachers to create and trial making their own Amazon wish lists. • Joe and Emma B make sure that the Amazon wish lists are functioning before advertising to the wider school. • Joe to ask in the newsletter for donations of size 30 jumpers • DJX event for Reception, KS1, and KS2 separately. Joe to put notice and dates in the newsletter. • Joe to put St Alban's Day Mass date and parent invitation in newsletter. • Joe to put End of Year date and parent invitation in newsletter.
Emma B	<ul style="list-style-type: none"> • Joe and Emma B make sure that the Amazon wish lists are functioning before advertising to the wider school.
Teeba	<ul style="list-style-type: none"> • Joe and Teeba will coordinate for Yr 6 leavers event.
Jane	<ul style="list-style-type: none"> • Jane will find a list of suggested item donations for hampers that Emma Jane/Year Reps can include in their communications. • Jane has volunteered to reach out to local businesses for prize donations
Carolina	<ul style="list-style-type: none"> • Carolina to set-up PayPal for Global Day.
Susan	<ul style="list-style-type: none"> • Susan will buy the lollies and an extra pack of Free From so that teachers can distribute them. • Susan to send Joe a blurb requesting jumpers.
Year Reps	<ul style="list-style-type: none"> • Year reps are to organize the hampers for end of year raffle. • Year Reps need to share link for Global Day donations •
Whole PFA	<ul style="list-style-type: none"> • Volunteers are welcomed to create hampers. • Need to decide at next PFA meeting if Amazon wish lists will go live before the end of year or at the start of next year. Also need to consider how long this type of fundraising goes on along regular

	<p>fundraising activities.</p> <ul style="list-style-type: none">• Volunteers appreciated for the 2nd hand uniform sale on June 18th.• It is also worth doing a big Giftaid and Standing Order drive; PFA to consider at the start of next year.
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