



St Alban's PFA Meeting Minutes

Wednesday 10th November 2021

8pm, via Zoom

<https://ukri.zoom.us/j/98757523668>

Present: Jane Burke (acting chair), Emma Boland (secretary), Carolina Stannard (treasurer), Anja Irwin, Susan Hutchinson, Laryssa Mariano-Griffiths, Sacha Watson, Irenka Sutto, Liz Gallery

Apologies: Maria Goodall, Caoimhe Keenan, Joseph McCrossan

Notes taken by EB

1. Welcome and apologies

1.1. JB welcomed everyone as acting PFA chair.

2. Reminder of Key dates in November/December

- 2.1. Christmas cards to be ordered by Monday 15th November
- 2.2. Christmas trees to be ordered by Sunday 14th November: Only 9 have been ordered so far, need a minimum of 30 for the order to go ahead. IS suggests inviting teachers, SW mentioned regular weekly email that goes to teachers: **action CS.**
- 2.3. Bags2School 18th November
- 2.4. Dressed in blue Monday 15th November - non-PFA event for World Diabetes Day
- 2.5. Advent Fair 3rd December (donations 1st December)

3. Advent Fair - share draft plan, restrictions, allocate roles

- 3.1. JB and others looked through stalls from 2019 Advent Fair, choosing what might be possible for this year. No adult guests definitely. Minimum 14 adult volunteers are needed for current plans.
- 3.2. Most likely to be included: Gift stalls (kids & adults), tombola, snowball throwing, balls in cup, selling crafts etc, guess the Santa, raffle.
- 3.3. More effort, but possible: Chocolate fountain, baubles (Reception only), craft packs, gingerbread men, virtual adult tombola, transferable tattoos.
- 3.4. Not possible: Facepainting, crafts, any food served.
- 3.5. Jobs:

Task	Person
Donation day boxes	MG
Donation day run	JB
Set up	?
In flight	?

Task	Person
Clean up	JB, ?
Allergy Training	?
Food Shop	SH
Prizes (small, not plastic/sweets)	?
Raffle	SW
Float, count & cash	CS
Stall volunteers (14 needed)	AI, IS, SH, SW, LM-G, ?

3.6. Stall volunteers: 14 adults required, 1st choice: those who've had COVID recently (e.g. Caoimhe Keenan), 2nd: Those in school regularly anyhow, e.g. lunchtime supervisors. 3rd: Others. Lateral flows and masks would be required for all.

3.7. All roles need filled ASAP **Action: All**

4. Donations - BOPP etc

- 4.1. CS reported she is in contact with BOPP developers. Co-op bank or Metro bank won't work, all other banks should work. The app is under development, and improvements were suggested.
- 4.2. There was some discussion as to how many people could use BOPP, as it is difficult if you don't have a banking app on your phone. It was decided to stick with it for now and see if people get used to it or if more issues arise.

5. Food at events - Natasha's Law, things to do

- 5.1. There is a training package re Natasha's Law on the UK Food Standards website. One PFA member needs to undertake this training for Advent Fair and ongoing events.
- 5.2. SH reported that at the Pumpkin Party, KS2 kids with allergies wanted the non-allergen food. The situation wasn't well managed, because there were not enough adults present. Ways to avoid similar issues at the Advent Fair were discussed. The possibility of physical labels for kids with allergies was dismissed as unfair and potentially distressing for the kids. It was decided to ask the relevant kids what they want in advance, as there are only 12/13 kids total. **Action?**

6. AOB

- 6.1. A new PFA postbox is required: **Action CS**
- 6.2. Accounts: JB reported the PFA started the year with c. £5000, healthy position. The school wants more IT equipment - laptops and tablets. Mrs Richardson (school ICT teacher) really needs 10 laptops minimum ~£4,000. Possible ways of raising the money were discussed. It was agreed that parents/carers would probably be open to donating directly for this. A possible quiz night/social tie-in was also suggested. Despite the extra fees, for such a large amount it was agreed an official donation website such as JustGiving would be best. This will allow those who donate to track progress, give a sense of security of the donations, and allow for gift-aid to be directly added. It was agreed that at least

some of the advent fair proceeds would start off the pot and website to be launched in the new year.

6.3. Mrs Muir's leaving gift - Agreed that a Y6 parent would be most appropriate. Ask Joe to ask a Y6 parent: **Action SH**

6.4. Appointment of new Chairperson(s): No new candidates have put themselves forward. The PFA doesn't require one with three committee members in post. JB to happy continue chairing meetings and help with newsletters.

6.5. Feedback on New Parents' Night (From EB on MG's behalf)

There were 13 new families in attendance. We played bingo, and thanks to Irenka, we gave away 4 bottles of wine - 3 to reception; 1 to Yr 4. At the end, Susan, Carolina, Liz, and I all answered general questions about school life. Since that evening, I have been asked several times by families who attended, as well as families who missed the night, if there will be another evening. It would be great to consider this at the first PFA mtg in January/February.

6.6. Feedback on Beth's Memorial (From EB on MG's behalf)

£1080 was raised

-£240 year-long flowers to mom

-£84.96 1st months flowers to be bigger and include vase

-£569.99 bench (layout chosen by Joe)

-£137.89 cherry tree & tree planting compost

-£41.99 brass plaque

Remainder: £5.17

Cherry tree should arrive Nov 11 after 2 cancelled orders because trees were in bad condition. Bench should be delivered in Dec before school breaks up.

Plaque has a message chosen by Joe, which reads "Beth's Friendship Bench".

7. Date of next meeting

7.1. Thursday 9th December 8pm <https://ukri.zoom.us/j/98717049430>

Actions

Item	Person	Action
2.2	Carolina Stannard	Look into getting Christmas Trees in the weekly teacher's email
3.7	ALL	Fill vacant roles for Advent Fair tasks
5.2	?	Correspond with families of children with allergies (via school) to discuss options for treats.
6.1	Carolina Stannard	Source and purchase new PFA postbox
6.3	Susan Hutchison	Ask Joe to identify a Y6 parent to collect donations for Mrs Muir