



St Alban's PFA Meeting Minutes

Monday 23rd May 2022

8.15pm, via Zoom

Present: Emma Boland (secretary), Joseph McCrossan, Ali Collins, Sacha Watson, Anja Irwin, Liz Callery, Susan Hutchinson, Carolina Stannard (treasurer), Irenka Lennon, Emma-Jane Farrell

Apologies: Angela Bennett, Caoimhe Keenan, Laryssa Griffiths, Maria Goodall

Notes taken by EB

1. Welcome and apologies

- 1.1. EB chairing meeting in absence of a PFA chair.

2. Finance Update

- 2.1. CS (treasurer) will apply for online banking access. **Action CS**
- 2.2. CS gave an update on finances. PFA bank balance is healthy, should be enough for starting next year's commitments and this year's budget for laptops.
- 2.3. AmazonSmile earns about £50/quarter, easyfundraising £150/quarter so we should encourage the latter!
- 2.4. The PFA received a £10,000 gift + giftaid from a parent, with £5000 for cricket, £5000 for laptops. PFA needs to ring-fence the £5000 for cricket for the next few years. **Action EB announcement and thanks to go in newsletter**
- 2.5. With that gift, PFA laptop commitment for next two years has been reached already!
- 2.6. JM suggests a rolling program for IT provision could be agreed with the governing body in future.
- 2.7. PFA has contributed around £200/class for classroom materials in past. JM stated that this may be required for 2022-23, will be clearer in the autumn.

3. Spring Social Debrief

- 3.1. The PFA all thanked Sasha and the rest of Y5 for a fantastic event enjoyed by many.
- 3.2. SW reported the event made around £1750, all organised in 4 weeks!
- 3.3. Eventbrite took a bigger cut than expected although made it very easy to sell tickets.
- 3.4. Suggested pay on door more appropriate for Y6 leavers do.
- 3.5. JM commented that the ceilidh caller wasn't good enough! SW reported they were very cheap.
- 3.6. SH mentioned that food allergens were not well managed - the allergen meal went missing and the request from the office for food requirements didn't come out till last minute. To note for future events.

4. Summer Fair (2nd July)

- 4.1. Alcohol license required **Action SW**
- 4.2. Possibility of getting the PFA registered for the cash nationwide raffle via Parentkind was discussed. Pros: Much easier to organise than a donations raffle, very easy to sell. Cons: No guarantee of prize for anyone from St A's, parent may have bought via St Bede's already, nice for the community involvement.

- 4.3.It was commented that the is normally an adult hamper and a kids hamper. Could switch out the adults for cash potentially?
- 4.4.An auction was suggested for a possible autumn social.
- 4.5.CS, SH and JM to meet with Jane Burke to discuss fair logistics **Action CS, SH, JM**
- 4.6.We need various volunteers. Will ask for volunteers and possible assign to year groups if we don't get enough: **Action EB to draft call for volunteers**
- 4.6.1.Two people to run on the day
- 4.6.2.Donations day lead
- 4.6.3.Bar team: Y5 dads volunteered
- 4.6.4.BBQ team: Y6 parents volunteered
- 4.6.5.Meat buyer.
- 4.6.6.Someone to book face-painting
- 4.6.7.Polaroid booth, and other stalls?

5. Second-hand Uniform Sale

- 5.1.23rd June new parents day 1.30pm EJF will be there to be PFA rep. CS SH to sort out uniforms in advance **Action EJF, CS, SH**
- 5.2.24th June for sale for all families.
- 5.3.20th July moving up morning - need a volunteer to represent the PFA.

6. AOB

- 6.1.EJF will consider sharing the role of chair in 2022-23 after her return from parental leave.
- 6.2.Christmas cards: £287 received from Chameleon for PFA's share for last two years. The new coordinator will choose a new supplier for 2022-23 from those recommended by Parentkind.
- 6.3.Y6 leavers disco will be open to ex-students and KS2 students.
- 6.4.Y5 mums will be walking 22 miles from Littleport-OLEM on 19th June as a fundraiser for laptops.
- 6.5.Outdoor toys in KS1 - need replaced. **Action JM**
- 6.6.Outdoor space maintenance not discussed in absence of LG.

7. Date of next meeting

- 7.1.Monday 13th June 8.15pm

Item	Person	Action
2.1	CS	Apply for online banking access
2.4	EB	Announcement of anonymous donation to newsletter
4.1	SW	Apply for alcohol license for summer fair
4.5	CS, SH, JM	Meet with Jane Burke to discuss summer fair logistics
4.6	EB	Draft call for summer fair volunteers
5.1	EJF	Be PFA rep at new parent's day 23rd June
5.1	CS, SH	Prepare second-hand uniform for sales 23rd/24th June
6.5	JM	Prepare request for KS1 outdoor toy replacements