



# St Alban's PFA Meeting Minutes

Monday 11th July 2022

8.15pm, via Zoom

**Present:** Emma Boland (secretary), Jane Burke, Anja Irwin, Susan Hutchinson, Joseph McCrossan, Carolina Stannard (treasurer), Sacha Watson.

**Apologies:** Irenka Lennon, Emma-Jane Farrell, Maria Goodall, Laryssa Griffiths, Teeba Lundy, Jane Burke.

Notes taken by EB

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## 1. Welcome and apologies

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

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## 2. Finance Update

- 2.1. £3,100 taken in cash at the Summer Fete, £85 via Sumup from the bar .
- 2.2. Ice cream sales totalled nearly £1000.
- 2.3. Uniform sales £288.
- 2.4. Spring Social ceilidh raised £2023.
- 2.5. Summer Fete Raffle raised £601.
- 2.6. Sponsored walk raised around £1600.
- 2.7. CS signatory on the bank account at last.
- 2.8. All present agreed to the use of online banking for the PFA bank account.
- 2.9. PFA account has around a closing balance of around £15,900.

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## 3. Summer Fair debrief

- 3.1. Communications in advance worked well.
- 3.2. Cleanup went fast, plenty of volunteers.
- 3.3. Floats worked well, CS happy with money handling.
- 3.4. Needed more Dads for setup on the morning for heavy lifting.
- 3.5. JB collating 'lessons learnt'.
- 3.6. More help needed for stall setup day before.

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## 4. Volunteers

- 4.1. SH suggested we need to let people know that we need more volunteers.
- 4.2. Others also reported struggling to get any volunteers for Summer Fete/Ice Cream Sale.
- 4.3. All agreed it is unsustainable in the long run to have the same people.
- 4.4. All agreed to push for all families to get involved in something for 2022/23 in September
- 4.5. Will prepare a calendar of events and make clear which years are responsible: **Action EB**
- 4.6. No more signing emails "your PFA". The PFA is everyone!

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## 5. Benevolent Fund Announcement

- 5.1. EB will find out from JB how much is in the Benevolent Fund and if we can make an announcement to advertise it to families who may be struggling. **Action EB**

## 6. Outdoor maintenance

6.1.LG not present, EB to chase: **Action EB**

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## 7. KS1 playground

7.1.Check with TL re bike repair/replacement. **Action EB**

7.2.JM reported many repairs are needed in the KS1 playground, as detailed in a Health and Safety report being presented to the governors.

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## 8. KS2 playground report

8.1.SW has shared a draft report outlining the KS2 playground refurbishment

8.2.SW will run it past the team involved and then aim to have it ready for circulation in September. **Action SW.**

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## 9. Prep for 2022/2023

9.1.KS1 playground overhaul possible big project for the year. Will need to recruit a team as a lot of work involved.

9.2.Christmas cards are in hand and due to the school - end of September.

9.3.AGM will be scheduled once all Reception children have finished settling in.

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## 10.AOB

10.1.JM thanked those present and all those who have helped out this year on behalf of the school for their hard work and money raised. He also passed on thanks from the Chair of the Board of Governors, Lia Campos.

Item	Person	Action
4.5	EB	Prepare a calendar of PFA events for 2022/23.
5.1	EB	Liaise with JB re Benevolent Fund.
6.1	EB	Check with LG re outdoor maintenance.
7.1	EB	Check with TL re KS1 bike repair/replace
8.2	SW	Complete KS2 playground report by September