



St Alban's PFA Meeting Minutes

Tuesday 8th November 2022

8.15pm, via Zoom

Present: Jane Burke, Susan Hutchinson, Hélène Fernandes, Carolina Stannard (treasurer), Emilia Krausthausen, Stefania Deidda, Joe Scott, Anja Irwin, Kora Korzec, Alex Fragniere, Sacha Watson, Emma Boland (secretary), Joseph McCrossan.

Apologies: Caoimhe Keenan, Liz Callery

1. Welcome and apologies

EB chaired the meeting in the absence of an official chair. EB welcomed the attendees and acknowledged apologies.

2. Election

Joe Scott was formally elected as chair of the PFA committee going forwards.

Stefania Deidda was formally elected as deputy-treasurer. She agreed to take over lottery officer, licensing duties from SW as well as financial duties from JB.

Hélène Fernandes agreed to help out with financial duties informally, perhaps taking a more formal role in the future.

JB stays as a committee member without a formal role. Emma Boland (secretary) and Carolina Stannard (treasurer) agreed to remain in their current positions.

3. Pumpkin party

All agreed the event was successful. The hotdogs were a success, the PFA owes thanks to Alba for cooking them. A payment of £30 was agreed for her time. Biscuit chaos. DJ Gary did a good job.

SW raised the issue of sustainability with regards to pumpkin waste - the meeting agreed it would be good to think about ways of making the event sustainable from the start of planning next year's events. Suggestions included: encouraging squashes to be decorated then cooked, allowing photo entries to stop pumpkins being left at school to be disposed of, incentivising cooking squash/pumpkin with recipe shares or competition, the kids creating paper pumpkins.

4. Advent Fair

AI updated the meeting on planning for the event to be held at the school on the 2nd December. The school signed off on the plan today. Alba will cook hot food. Parents will be welcome from 3pm. Donations day will be on the 30th of November, two days before the event. Licenses are in place for a raffle and the bar.

5. AOB

5.1. Recycling bins are now in place in the school. This saves the school money as well as helping the environment and encouraging good habits for all.

5.2. Outdoor maintenance - **Action: EB to chase with SW and Laryssa Griffiths**

5.3. KK pointed out there was no information on how to set up direct debit donations on the PFA website - **Action: CB update and send PFA poster including donation info**

5.4. Given the school's financial situation, the meeting discussed whether it would be appropriate to ask families for direct donations. JM mentioned the St Alban's Foundation,

St Alban's Catholic Primary School Parents and Friends Association

a way for alumni to donate directly to the school that was used in similar situations in the past.

5.5.JB reported that the Benevolent fund has £360 left, but has had no requests for over a year. Given the cost-of-living crisis and with winter approaching, it was decided to advertise the fund, and then if there is demand follow up with requests for donations.

Action: Committee to send a message advertising the fund via WhatsApp groups

5.6.KK gave feedback on the 'Break the Rules' day sponsored event held last school year. She reported she was uncomfortable that the messaging of the event seemed to be that you could pay to break the law. The meeting discussed ways to reframe the event to keep the event largely the same but with a less problematic lesson. AI thanked KK for the feedback and her willingness to help in the future.

5.7.CB reported that brass instrument tuition for Y4 would not be taking place this year due to staff changes at Cambridgeshire Music. For this year there will be instead two terms of violin tuition from January. Parents have expressed disappointment with this. JM reported the school is also disappointed and expressed hope that brass instruments might return next year. **Action: JM to investigate if the school has already paid Cambridgeshire music for brass instrument tuition**

6. Financial Update

6.1.JM updated the meeting on the financial situation for the school. Several unforeseen costs arose at the beginning of the year, including upgrading of fire doors, alarms, and electrics. Staff are also going to receive a 5% pay rise. This means the school will have no surplus at the end of the financial year. KS1 Playground in need of investment following a health and safety audit: re-surfacing around play equipment, sleepers around raised area and play equipment itself needs replacing. The school has a quote for internal and external work totalling £8k (not including re-surfacing). **Action: JM to share H&S audit with PFA**

Some unresolved questions around whether Mrs Paul would like to keep a semi-permanent barrier between the Reception class area and the rest of the playground. Suggestions were made as to whether the raised area could be removed or sloped into the playground instead of replacing the sleepers. As these have been identified as Health and Safety issues, they take priority over any re-design similar to the KS2 project.

The meeting agreed that this should be the focus of our sponsored event in March, launched in the new year.

6.2.The PFA promised the school £5k for IT this year (as last year), but JM confirmed that that was not needed at this point. JM requested that £2,000 for classroom materials be added to the PFA's regular commitments for the year.

7. Date of next meeting

The date of the next meeting was agreed to be 13th December 8.15pm via Zoom.

Action Grid

Item	Person	Action
5.2	EB	Chase with LG and SW re outdoor space volunteers
5.3	CS	Update and circulate the PFA poster including ways to donate
5.5	?	The benevolent fund to be advertised via WhatsApp groups
5.7	JM	Find out if the school has already paid Cambridgeshire music for brass instrument tuition
6.1	JM	Share health & safety audit with the PFA