St Alban's Catholic Primary School Parents and Friends Association

St Alban's PFA Meeting Minutes
Tuesday 9th February 2023
8.15pm, via Zoom Meeting

Present: Anja Irwin, Emma Boland (secretary), Susan Hutchison, Joe Scott (Chair), Kora Korzec, Chris Wright (Deputy-Head), Angela Bennett, Sacha Watson, Stefania Deidda, Irenka Sutto, Emilia Krauthausen
Apologies: Liz Callery, Caoimhe Kennan, Hélène Fernandes, Joe McCrossan, Carolina Stannard, Jane Burke.

Minutes by EB

1. Welcome and apologies
JS welcomed the attendees and acknowledged apologies.

2. Sponsored Event
KK has volunteered to run the sponsored event this year, scheduled for Friday 21st April. She proposed a 'Takeover' day rather than 'Break the Rules'. This will allow students to be creative and take responsibility.
AI commented that the 2022 event was successful because of post-covid rules excitement, we used Just-giving for ease of donations as well as cash, and the school council approved the rules, as well as each class agreeing individual rules. JM had final oversight on rules.
KK suggested the council would also be responsible to oversee the day and make sure no school rules were being broken, no new rules making up.
All agreed to the new plan, with a fundraising slip to come home as last year, with children paying £1 per rule.
Action: KK to liaise with JM re agreeing the rules with the school council.

3. KS1 Playground
3.1. SW described ideas for replacing the metal fencing in the KS1 playground, including islands made by planters and fencing in between. Modular and moveable. Plants need to be robust! She is in the process of getting quotes. **Action: SW to get sign-off on final plans from JM and Mrs Paul, follow up re sleepers around raised area.**
3.2. CW reported that the school was still waiting for a quote for resurfacing the works. **Action: JS to ask JM re status of Governors/Diocese approval.**

4. Upcoming Events
4.1. World Book Day (Thursday 2nd March)
AI suggested thinking of alternatives to dressing up as book characters as it's an expense and a hassle for parents. The school has already communicated about dressing up. CW reported that teachers are already planning around it. Given plans are already advanced, the meeting agreed to stick with costumes this year. **Action: JS** to **circulate suggestions for simple costumes. Action: EK to organise second-hand costume swap one week before.**
4.2. Wear a Hat Day (Friday 31st March)
All agreed to go ahead, but making sure to communicate that donations are optional. JS volunteered to handle donations.

5. AOB

5.1. EB updated the meeting that JB responsibilities are in the process of being handed over to other committee members. More updates at next meeting.

5.2. Y5 Spring event. SW reminded the meeting of successful past events: Last year was a ceilidh and curry night held in May. Previously, St Alban's Greatest Show and Quiz and Pizza night. AI to discuss with Y5 and ask for help from committee if needed.

5.3. Anti-idling signs have raised approx £300 out of the £835. **Action: EB to chat with Alexis about ways to encourage donations.**

5.4. Pasta-making SD in discussions with JM still.

5.5. CW asked if the PFA have transferred the annual allocation and allocation for KS1 equipment, plus wants to confirm that the PFA received a donation for playground equipment. **Action: EB to check with CS**

5.6. Easter eggs - EK confirmed she will seek easter egg donations after half term. IS volunteered to help with children with allergies.

6. Date of next meeting

The date of the next meeting was agreed to be Tuesday 7th March, 8.15pm, via zoom.

Action Grid

Item	Person	Action
2	KK	Start planning Takeover Day with JM and school council
3.1	SW	Get approval for flexible barrier plans from JM, Mrs Paul. Find out about H&S concerns with raised area.
3.2	JS	Find out status of approval for KS1 resurfacing from JM
4.1	JS	Circulate ideas for easy World Book Day costumes in advance
4.1	EK	Organise second-hand costume swap the week before WBD
5.3	EB	Discuss fundraising options for anti-idling sign with Alexis
5.5	EB	Confirm status of payments and donations with Carolina