



St Alban's PFA Meeting Minutes

Tuesday 6th June 2023

8.15pm, via Zoom Meeting

Present: Emma Boland (secretary), Carolina Stannard (treasurer), Chris Wright (deputy head teacher), Joe McCrossan (head teacher), Joseph Scott (chair), Alexandra Fragniere, Sacha Watson, Liz Callery, Stefania Deidda, Emilia Krauthausen.

Apologies: Anja Irwin, Susan Hutchison, Caoimhe Keenan, Maria Goodall.

1. Welcome and apologies

JS welcomed all to the meeting and acknowledged apologies.

2. Spring Social Debrief

JM reported a successful event with better than expected turnout. The event was child friendly and all enjoyed. The meeting recommended a microphone for next time!

CS reported the event made approx £1,100 from approx £850 via eventbrite for tickets, plus cash takings and e-payments.

3. KS1 Playground update

3.1. JS has been asked to again re-submit grant to AstraZeneca, this time with committee member's details. JS will put through and keep us up-to-date.

3.2. JM reported Diocese has sent out tender for playground works for resurfacing and sleepers, responses expected by 26th June.

3.3. SW update on furniture - all being fabricated and should be arriving soon.. 50% deposit should have been paid. **Action JM check whether deposit has been paid with finance.**

4. Summer Fete/Fair

JS reported a lot of prep has been complete already, lead by LC and CS. A call for volunteers sent out today via WhatsApp. LC updated the meeting on progress:

4.1. Sawston butcher to provide fresh burgers and sausages, larger than last year. Vegan alternatives to be provided and will be oven baked. Extra bbq being purchased. Halal meat may possibly required, which would need to be cooked separately from other meat, as would veggie options. **Action: JM to discuss halal options with families and report back to LC. SW to suggest vegan options to LC.**

4.2. Glassware: Costs £2/3 per cup. 50p deposit to ensure returned. SW reported we probably still have enough for this year. Used school cups for kids.

4.3. Sponsorship: Greg Burke sponsoring meat. Message for potential sponsors will be sent out this week, with the option to donate a prize, and make aware of advertising potential.

4.4. Gazebos: Message will go out for loans soon.

4.5. BBQ cleaning: Steve will be offered £35, or else Alba asked. **Action: CS to ask Steve.**

4.6. Donation day will be Wed 28th June. Message has been in newsletter - WhatsApp message will come. SD highlighted the need to be clear on what kinds of donations we want.

4.7. CW reported Y6 children have selected items to work on for their stalls and will do prepare them in school time.

4.8. LC reported the need a core team to setup in the morning - not too many not too few!

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- 4.9.SD needs a handover from SW for raffle tickets. SW has event license. Jane Burke confirmed lottery license. CS has confirmed insured. CK doing risk assessment and allergens sheets.
- 4.10.EK looking for voucher donations for raffle with already some success for dance classes and beauty salon. Will also ask The Works again and approach local stores (Tesco and Co-op) re potential donations of strawberries or ice creams.
- 4.11.AF to approach previous sponsors for donations. Suggested amounts from £50 to a few hundred pounds.
- 4.12.Opening of the fair: Irish dancers want to start asap. Start time of 12.10 agreed. Then Mrs Burrows will lead KS1 singing. 20 mins total so done by 12.30.

5. Y6 Leavers Disco

SW reported on progress with organising "The St Alban's End of Year party". A Y6 child is designing a poster. Tickets will be sold in advance online in advance. External food van and live band have been booked. Parents will be running a bar and activities. All in hand and planning going well. License has been applied for to run until 9pm. JM reported the need to be careful about noise and timings as there was a complaint from a local resident at the Y5 event. LC questioned if there was a need for volunteers to supervise kids outside and keep noise down after certain time. Meeting acknowledged that if the weather is good everyone will be outside, and license will allow for noise.

6. AOB

- 6.1.Table tennis tables in KS2 playground in need of repair. They should be under 10y warranty. Unclear if repairs are under warranty or due to misuse. JM thinks folding mechanism broken is not a misuse issue. **Action: SW and CS to follow up.**
- 6.2.Woodland trust grant application was successful - hedges arriving Nov. SW to help plant.
- 6.3.SW reported the need to recruit gardening volunteers for watering/weeding each playground during dry spells (now!). EK suggested a rota for classes. SW reported she was watering over summer with a key for access. MG suggested asking for new volunteers when new families join at the beginning school year. SW reported watering takes 10 minutes with new hose. **Action: JS to ask for volunteers in newsletter.**

7. Date of next meeting

The date of the next meeting was agreed to be Tuesday 4th July at 8.15pm via zoom.

Action Grid

| Item | Person | Action |
|------|--------|---|
| 3.3 | JM | Check with finance re payment for KS1 equipment |
| 4.1 | JM | Check on requirements for Halal food at Summer Fair |
| 4.1 | SW | Send LC recommendations for vegan BBQ food |
| 4.5 | CS | Offer Steve BBQ cleaning job |
| 6.1 | CS, SW | Meet to discuss next steps for table tennis table repairs |
| 6.3 | JS | Add request for watering volunteers to the newsletter |