



St Alban's PFA Meeting Minutes

Tuesday 9th May 2023

8.15pm, via Zoom Meeting

Present: Susan Hutchison, Carolina Stannard (treasurer), Sacha Watson, Anja Irwin, Irenka Lennon, Liz Callery, Emma Boland (secretary), Joe McCrossan (head teacher), Emilia Krauthausen, Hélène Fernandez, Joseph Scott (chair).

Apologies: Teeba Lundy, Alexandra Fragniere, Stefania Deidda, Maria Goodall

1. Welcome and apologies

EB welcomed the attendees and acknowledged apologies, JS arrived late.

2. Finance Update

CS updated the meeting on the PFA finances.

- The total raised for the anti-idling signs - £485
- The Big Takeover day - £1,320

Due to bank restrictions, the PFA is currently transferring the school £500/day to cover £4,000 for KS1 equipment repairs and replacements, £1,000 for science week. The PFA account has around £11,000 left unbudgeted.

3. KS1 Playground

- 3.1. Repairs: JM reported the latest quote was £5,000 for repairing the playground surface. The Diocese will pay 90%+VAT. School will pay 10%. Currently waiting on a quote for quote on sleepers. **Action: SW to send sleeper supplier to JM. JM to chase diocese.**
- 3.2. Equipment order: SW finalised budget and sent to Joanne. Suppliers proceeding even without 50% paid, at risk. JM reported a hold on purchases until discussion with finance officer on Friday. **JM to update SW on Friday.**
- 3.3. Astra Zeneca grant: JS reported that the PFA is still waiting for AZ grant, there was a delay due to signature requirements, hope to hear soon. JS will update
- 3.4. Volunteering options: The meeting discussed options for suggesting to AstraZeneca volunteers, which will be sent to AZ once the grant has been received:
 - Painting new KS1 playground equipment
 - Gardening, laying sleepers
 - Science activities in the school
 - Sports day volunteers

4. Spring Social

AI updated the meeting. Y5 parents have stepped up to organising the event, which will be a quiz night with curry and cake. All seems to be in hand for organising, those present are asked for help encouraging ticket sales. SW applied for events license - went in late but should be ok by end of the week. Never previously been refused. **Action: All to encourage ticket sales. EB to ask organisers if they'd like physical posters put up.**

5. Summer Events

- 5.1. Secondhand uniform sales: SH, EK and CS volunteered to organise secondhand uniform sales. It was agreed to have the first sale on 26th May and smaller stuff on 7th June for new Reception families. Potentially again on the 7th July.

St Alban's Catholic Primary School Parents and Friends Association

5.2. Ice cream sales. The meeting agreed to stick with ice lollies as last year. Dates agreed as follows:

- Free ice cream on 12th June for SATs week. SH volunteered to supply.
- Y6 26th, Y5 9th June, Y4 16th June, Y3 23rd June, Y2 30th June, Y1/R 7th July

Action: JS to get dates in newsletter.

6. Summer Fete

LC agreed to lead on organising, CS, JS and JM all agreed to help form an organising group. LC will ask Irish Dancing to open the fair as usual. **Action: CS JS LC JM to form organising committee. EB to send info from last year.**

7. AOB

7.1. Woodland trust grant: **Action EB to chase JM re landowner's permission.**

7.2. Sponsorship for summer fair: Carter Jonas offered £400 in donations in return for at least 20 signs put up. The meeting agreed not to take part as we don't need the donations and don't seek external attendees.

7.3. Ways to use excess funds were discussed. Wish lists from class teachers. New cooker for Alba **Action JM get cooker spec**

7.4. SH raised the issue of lack of volunteers and asked JM to raise the responsibility for parents to support the school.

7.5. The meeting thanked EK and IS for providing Easter eggs for the children. EM will try to get donation from Lindt next year. **Action: JS EM ensure thank-you letters sent out to stores.**

7.6. New trikes have been delivered to KS1 and are to be assembled once somewhere to store them has been agreed.

8. Date of next meeting

The date of the next meeting was agreed to be 6th June 8:15pm.

Action Grid

Item	Person	Action
3.1	SW JM	Send JM sleeper supplier Chase diocese for sleeper replacement quote
3.2	JM	Update SW re payment for KS1 play equipment after finance meeting Friday
4	All	Encourage spring social ticket sales
4	EB	Offer poster to spring social organisers
5	JS	Add summer event dates to Newsletter
6	LC, CS, JM, JS	Form Summer Fete organising group
6	EB	Send Summer Fete group all info from 2022 Summer Fete
7.1	EB	Chase JM re Woodland Trust Grant
7.3	JM	Find spec for new cooker
7.5	JS, EM	Ensure thank-you letters issued for Easter Egg donations