



St Alban's PFA Meeting Minutes

7th March 2023

8.15pm, via zoom

Present: Emma Boland (secretary), Carolina Stannard (treasurer), Joe Scott (chair), Joseph McCrossan (head), Sacha Watson, Anja Irwin, Liz Callery, Alex Fragniere, Kora Korzec, H el ene Fernandes, Maria Goodall

Apologies: Emilia Krauthausen, Teeba Lundy, Susan Melican,
Minutes: EB

1. Welcome and apologies

JS welcomed the attendees and acknowledged apologies.

2. Finance Update

- 2.1. CS reported to the meeting. The PFA have passed the money to school for playground equipment and are waiting for invoice for standing commitments, which will be circa £7k.
- 2.2. JM reported that the school hasn't been able to employ a finance officer and are using a shared services company for HR and finance, which is slowing things down.
- 2.3. CS reported the PFA accounts audit is ongoing, by a parent volunteer using their free time. They are not familiar with charity finance, but CS believes they will have it done in time.
- 2.4. JB completed gift aid return for the finances of the last academic year.
- 2.5. HMRC authorisation is still with JB **Action: CS to investigate changing responsible person.**
- 2.6. CS advised that it would be fine to leave JB as a signee, as CS has main responsibility.

3. KS1 Playground

- 3.1. AZ grant
JS reported some parents were successful in getting £3k from the Astra Zenica community fund for KS1 playground equipment and anti-idling signs. There will also need to be a volunteering event. JM passed on thanks to AI and friends.
- 3.2. Resurfacing
JM reported that the diocese has approved the project and so the school has sent out invites to quote, but has no response yet. The Church (OLEM) must also provide approval as they own the area to be resurfaced, as well as the wooded area. JM will meet with a diocese employee with landscaping responsibilities who may have recommendations.
- 3.3. Barrier replacement.
SW reported that she has followed up with supplier for quotes for low-level fences and planters. Met with JM and Mrs Paul, R class teacher, to discuss. Mrs Paul likes the ideas, she's keen to include a water play feature (an Ofsted requirement) and a mud kitchen as well. With the list of items growing we may need to prioritise and see how much funds are raised. JM expressed desire to have it all done over Easter. **Action: SW to update PFA with quotes as soon as she has them.**

4. Takeover Day (Friday 21st April)

- 4.1. KK and JM updated group. They had session with the school council to plan for the event. The children understand the aim of the day, and showed lots of initiative. Lots of good ideas, including lots of suggestions for names. Ideas for the day include: making a lesson for the teachers, pudding first at lunch, "Don't tell the headteacher" lesson, and a whole

St Alban's Catholic Primary School Parents and Friends Association

school session out in playground. They will meet again Friday 10th March to decide on clear agenda, make decisions. **Action: AI pass previous poster to KK**

- 4.2. The meeting discussed advantages and disadvantages to JustGiving and Wonderful for raising event money. JustGiving takes a fee, but is more familiar to parents so may raise more overall. Wonderful doesn't take a fee, but has proved problematic for a number of parents. The meeting voted to use JustGiving, but CS noted her objections. **Action: JS to send JustGiving password to KK.**

5. Spring Social

AI reported she had received offers for help on the night from Y5 parents but not for helping organise. She is reluctant to take it all on herself again. SW offered advice of setting up a group for those who volunteered time, and getting started with a planning meeting. JM offered to help get group setup and pitch in if necessary. **Action: JM to communicate directly with Y5 parents re Spring Social.**

6. AOB

- 6.1. Wear A Hat day is going ahead on Friday 31st March, with all donations to brain tumour research. JS will report more next week.
- 6.2. Y6 leavers party date - Friday 14th July. **Action: SW to communicate date to Y6 parents.**
- 6.3. MG requested a calendar of events for summer term by Easter break. It was agreed Summer Fete would take place Sat 1st July, and Sports Day 21st June or 5th July. **Action: JM to confirm calendar of events for summer term.**
- 6.4. JM thanked the PFA for all they do, especially time volunteered, and EK for once again sourcing Easter Egg donations.

7. Date of next meeting

The date of the next meeting was agreed to be 8.15pm 28th March.

Action Grid

Item	Person	Action
2.5	CS	Investigate changing HMRC contact details
3.3	SW	Keep PFA updated on KS1 playground quotes
4.1	AI	Pass previous poster for sponsored event to KK
4.2	JS	Share JustGiving password with KK
5	JM	Set up Y5 Spring Social group
6.2	SW	Communicate leavers party date (14th July) with Y6 parents
6.3	JM	Confirm calendar of Summer term events by Easter break