



St Alban's PFA Meeting Minutes

18th September

8.15pm, Zoom

Present: Joseph McCrossan (JM), Carolina Stannard (CS, treasurer), Doella Dsilva (DD), Anja Irwin (AI), Alexandra Fragniere (AF), Jane Burke (JB), Veronika Lorensen (VL), Emma-Jane Farrell (EJF), Joe Scott (JS, chair), Susan Hutchinson (SH), Atoibi (A), Betty B (BB), Emma Boland (EB, secretary), Irenka Sutto (IS), Erin Mathieu (EM), Stefania Deidda (SD), H el ene Fernandes (HF), Eugenio Lecci (EL), Maria Goodall (MG).

Apologies: Liz Callery (LC), Angela Bennett (AB).

1. Welcome and apologies

JS welcomed the attendees and acknowledged apologies. Everyone introduced themselves given the many new faces.

2. Events Timetable for the Year

- 2.1. Pumpkin Party, 1st November. DJ Gary has been booked as usual. JB has offered to help Y2 rep and Y4 reps with organising. There was some discussion as to whether assigning years to specific events worked last year, given the KS2 party was short-handed for volunteers, it was decided to keep as is for now. JM confirmed that there will be a carving competition. The meeting discussed what guidance to give on costumes - non-scary, or more broad suggestions outside of superheroes, or specifying saints only. It was decided to stick with 'non-scary' only. **Action: JB to help Y2 & Y4 reps get started on organisation.**
- 2.2. Cake sales. The meeting agreed these would start October 6th, alternating KS1 and KS2, coming down the years. **Action: EB to circulate schedule**
- 2.3. Secondhand uniform sales. The meeting discussed if the work required was too much for the amount of donations typically received. CS reported that, now the items are more organised and only branded items and dresses sold, it is easier. There have been a decent amount of donations recently. As this is volunteer-led, the PFA can only offer what volunteers are willing to do. Donation calls will include a reminder to use the kiosk WhatsApp group for other items. Friday 6th October was agreed for the next sale. **Action: Call for more volunteers and donations.**
- 2.4. Christmas Cards. SD reported that all cards will be scanned by the company this year, and won't go home first. 30% of the sale price goes to the PFA. The deadline for orders will be 10th November. Designs need to be back to the company by the 29th September. **Action: JM to ensure teacher's have support to meet the deadline**
- 2.5. Wreath Making Workshop. This was very popular last year. Wednesday Nov 29th was booked with Mrs McCrossan. **Action: EB to contact Mrs McCrossan to organise**
- 2.6. Christmas Trees. EJF reported that last year we received lovely trees but very little money was made, as in the previous year. All agreed not to do it this year.
- 2.7. Advent Fair. A date of 1st December was confirmed. JB, VL and IS offered to help organise. A reminder was made to make sure enough stock is saved for the older children who visit fair later in the afternoon. SD offered to crochet things to sell. Donations day will likely be 27-29th November. **Action: EB and AF to begin organisation with the help of JB, JM**
- 2.8. Spring Social - AB has offered to begin organisation. JB requested an earlier date than in previous years, not too close to the Leaver's Disco. A date of 26th April was provisionally agreed. Y5 will discuss what kind of event they want first. **Action: SH to discuss with Y5**

St Alban's Catholic Primary School Parents and Friends Association

- 2.9.MG commented that Y6 sweatshirts and yearbooks were organised too close to end of the year last year. SH asked JM if they could have them earlier this year - before Easter. A suggestion was made to have them as Epiphany gifts. **Action: AI to discuss with JM**
- 2.10.Sponsored Event. Big takeover day will likely go ahead in the spring, but needs a focus. **Action: Discuss 'big ask' at the AGM**
- 2.11.Bags2school not currently organised. **Action: EB talk to Teeba**

Action: EB will create timetable to be circulated

3. Year 4 Rep

AI reported that the PFA has two volunteers for being the new Y4 rep - SD and BB. JM said his preference was to have only one to avoid repetition/delays in communication. JM suggested BB to shadow SD this term, and BB take over in Spring.

4. AGM (Wed 27th Sep)

- 4.1.Food & Drink. VL offered to help setup. EL offered buy food & wine. SD to bring in wine and beer she has stored from previous events. **Action: EL SD to discuss**
- 4.2.Secretary & Treasurer. Both roles will need replaced at the AGM. **Action JS to put call-out for volunteers in newsletter.**

5. AOB

- 5.1.Thanks from JM on behalf of the school for KS1 playground repairs. The final repairs to the playground surface and sleepers have been completed at a cost of £26,000 total, 10% of which the school has covered with PFA funds.
- 5.2.AstraZeneca Grant:
- 5.2.1.AZ need evidence of funding spent from grant previously awarded. **Action: JM to get paperwork to JS**
- 5.2.2.Volunteers. JS asked for ideas for use of volunteers in the school:
1. Science week
 2. Garden work - mini garden, planting hedges
 3. Eco council work
 4. Reading partners. JM and EJF to discuss.
- Action: JS to ask SW re options for gardening/eco-council involvement.**
- 5.3.BB reported an offer of Genomic & AI training and school visits. **Action BB to send to JM**

Action Grid

Item	Person	Action
2.1	JB, EK, SD	JB to help Emilia and Stefania get started on Pumpkin Party organisation.
2.2	EB	Circulate cake sale schedule
2.3	JS	Add call for volunteers and donations for secondhand uniform sales
2.4	JM	Ensure teachers are on top of Christmas Card production
2.5	EB	Contact Mrs McCrossan to organise wreath-making workshop
2.7	EB, AF	Begin organising Advent Fair with help from JB, JM, VL, IS
2.8	SH	Discuss spring social format with Y5

St Alban's Catholic Primary School Parents and Friends Association

Item	Person	Action
2.9	AI	Discuss timing of leaver's jumpers with JM
2.11	EB	Contact Teeba re Bag2School
4.1	EL, SD	Organise food & drink for AGM
4.2	JS	Advertise for new secretary and treasurer in Newsletter
5.2.1	JM	Send JS paperwork for KS1 repairs
5.2.2	JS	Discuss possibilities for AZ volunteers re gardening and eco-council
5.3	BB	Send JM Genomics & AI information