



# St Alban's PFA Meeting Minutes

Wednesday 17th January

8:15pm, via Zoom

**Present:** Emma Boland (Secretary), Susan Hutchinson, Jane Burke (co-Treasurer), Doella Dsilva, Chris Wright (Deputy Head Teacher), H el ene Fernandes (co-Treasurer), Anja Irwin, Betty B, Joe McCrossan (Head Teacher), Maria Goodall, Emilia Krauthausen, Liz Callery.

**Apologies:** Joseph Scott, Veronika Lorensen, Alexandra Fragniere, Stefania Deidda, Irenka Suto.

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## 1. Welcome and apologies

EB chaired in JS's absence, welcomed the attendees and acknowledged apologies.

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## 2. Finance Update

2.1. General update and school reimbursement: HF reported the PFA has £24,235 in the bank. There is an upcoming invoice of £7693 for 23 iPads and cases. JB reported another £5,000 would soon be invoiced for regular commitments of minibus, science week, materials, Y4 instruments, theatre performance. It was agreed with JM to wait until the new financial year for other promised purchases.

2.2. JB reported she had shredded lots of PFA paperwork, apart from one old Summer Fair breakdown. She reported that the PFA has done very similar events every year since 2008. Things that stood out were a pamper evening, an art auction, and a cookbook. None of them made much money. The meeting discussed whether new ideas were needed, including some passed on by Joanne Kohler. **Action: EB to add call to newsletter to see if any volunteers for creating a cookbook or a music album.**

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## 3. MAT implications for the PFA

HF asked JM if there would be any financial or other implications for PFA joining the Multi-Academy Trust (MAT), e.g. 5.5% fee that school will be paying into the MAT, will the PFA be expected to cover? Will what the PFA fundraises be ring-fenced? JM assured the meeting that PFA money would continue to help the school, and he would request that, as part of the negotiation over joining conditions, the MAT wouldn't rely on PFA to cover core costs and PFA money would be ring-fenced. MG suggested that the PFA could also write to the MAT directly to request written confirmation. **Action: HF Draft letter from PFA to MAT requesting written guarantees regarding PFA fundraising. Action: JM to put PFA in contact with St Laurence's PFA to discuss MAT implications.**

JM assured the meeting he would be applying a lot of scrutiny to the finances. MG expressed trust in JM and the school, but worry that the MAT doesn't seem to be providing sufficient reassurance on many issues.

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## 4. Advent Fair Debrief

4.1. EB thanked the many volunteers who made the event a success.

4.2. HF reported the event made around £1,850, which was less than last year, but similar to previous years.

4.3. HF also passed on feedback from Tanya who did the facepainting:

*1. I think we need a minimum of 3 people helping with face painting. Unfortunately, the queues were very long and some children had to leave before we reached them despite us both painting almost non stop and going at a decent pace. I am happy to coordinate for future fairs (selecting designs and bringing all equipment), and I will almost certainly always have*

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*my mum to help, but one more parent would be good, two more would be IDEAL. Last summer fair there were 2 stalls with 2 facepainters at each - this worked well.*

- 2. Please can prices be agreed upon before the fair starts and by PFA if possible? I would think that £2-£3 was reasonable for facepainting (maybe small cheek designs are even just £1). I was asked to increase from my initial £2 just as we started the fair (up to £5) but very quickly dropped it back down. This was confusing for parents, kids, me!!*
  - 3. To aid with both of the above (time spent per child and pricing) I wonder if a token system would be best - saves having floats spread around the school and helps children with knowing what they can afford? It would require an extra stand where moneys are exchanged for the tokens (£1 = 1 token for example). Each stand then stipulates the number of tokens per activity etc.*
  - 4. If it is thought that the facepaint stall is likely to be the busiest (it felt like it had a very long queue throughout!) perhaps positioning us in a more open space (next to the kitchen?) would be better. Also could have the picture op (that Stefania was organising) right next to us to create a natural momentum from face painting to having photo taken.*
- 4.4.SD suggested a map for stalls, many people didn't come to the photo stall because they didn't know where it was.

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### 5. Sponsored Event

The meeting discussed options for the annual sponsored event normally taking place in the spring. JM reported on Catholic Social Teaching (CST) focus this term within the school, including thinking about wider community. He suggested the event should support local charities as part of increasing the children's awareness of their work. The meeting discussed a potential idea to have a walk to Grantchester, potentially with staggered stop-off points for younger children, with the event splitting proceeds between the PFA and another charity or charities. Other charities could also be promoted on t-shirts. JM reported he was forming a CST steering group, which could choose the charities. **Action: JM and CW to start planning sponsored walking event.**

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### 6. PFA Secretary

EB announced her intention to step down as Secretary. No volunteers at the meeting to replace. **Action: EB to put call in newsletter**

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### 7. Thanks

JM passed on a big thanks to the PFA from the school for the new iPads that were purchased. CW also passed on thanks from the teachers for their new laptops.

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### 8. Fencing

EK reported the fencing around the playground flowerbeds is falling apart. She offered to fix them if others could help. MG suggested it would be good to action a 'Dad's Group' to help with this and similar things. **Action: Add a call to newsletter in two months.**

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### 9. Y6 residential

JB Passed on that the Y6 families would like to get costs and dates asap. CW reported the trip would be at Kingswood rather than Hilltop, one night shorter but at a bigger site with more activities, and cheaper than Hilltop. JM reported a letter for parents would be coming this Friday.

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### 10.Date of next meeting

The date of the next meeting was tentatively agreed to be 8th Feb 2023 at 8:30pm. **Action EB to ask JS to confirm.**

## Action Grid

Item	Person	Action
2.2	EB	Add add call to newsletter to see if any volunteers for creating a cookbook or a music album etc.
3	HF	Draft letter from PFA to MAT requesting written guarantees regarding PFA fundraising
3	JM	Put PFA in contact with St Laurence's PFA to discuss MAT implications.
5	JM, CW	Start planning sponsored walking event.
6	EB	Add add call to newsletter for new co-Secretary
8	EB	Add a reminder to call for fence repair volunteers in the spring
10	EB	Confirm date of next meeting with JS