

**St Peter's Catholic Primary School  
PFA**

**Minutes of Meeting Date 13.1.2020**

<b>PRESENT</b>	<b>APOLOGIES</b>	<b>ABSENT</b>
Carol Baron Ria Whitehead Debbie O'Kane Alex Evans Kylie Cardazo	Zarah Famy Sarah Green Claire Le-Bon Francis Chrissy Toyne Ali Sparey Christine Crowley Chris Forrest	Katie Johnson

**AGENDA**

1. Christmas Fayre Review
2. Gloucester Rugby Shirt Raffle
3. Mental Health Breakfast
4. Facebook
5. Uniform
6. Wonderful Women/Marvellous Men Market
7. Hot Chocolate Rota
8. Guinness Book of Records Update
9. KS1 Funds & Waterbutt
10. AOB
11. Date and Time of next meeting

**ITEM**

<b>1</b>	<p><b>Christmas Fayre Review</b></p> <p>CB thought the Fayre was great, just having food in the Dining Hall worked out very well and extra tables for seating were required. The Professional Stalls set up in the KS1 corridor was much better. RW received positive feedback from the Church stall holder. The Turkey did run out, more will be required for the next fayre.</p> <p>Fr. Liam has a contact for the international food market we can use next time. It is understood that both the Indian and Philippine communities had other things on. Aga Molenda did a great</p>
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	<p>job with the contribution from Polish parents.</p> <p>There was positive feedback for Santa and the presents given out at the grotto.</p> <p>Feedback from the Naughty or Nice Stall holders was that it was quite slow and maybe £2 per go was too high. RW said that the prizes were not quite as good this time but at the last two fayres this stall/game has done very well.</p> <p>The start and finish times of the fayre were much better ensuring everything ran smoothly.</p> <p>Perhaps next time better signs to direct people when they come in where everything is set up, possibly on office shutters.</p> <p>It was agreed RW could buy some Christmas supplies (gift wrap, cards, table decorations, crackers) whilst items are discounted to run a stall at the next Christmas fayre.</p> <p>AE will purchase more books for the next Grotto whilst the Book People have got good discounts. Leftover Grotto book will be sold at a book sale later this year.</p>
	<p><b>ACTIONS:</b> RW to buy Christmas items AE to purchase Grotto Presents</p>
2	<p><b>Gloucester Rugby Shirt Raffle</b></p> <p>It was agreed that the draw of this raffle would take place on 30<sup>th</sup> January. Tickets will be sold in School from Monday 20<sup>th</sup> January by Year 6 pupils.</p>
	<p><b>ACTIONS:</b> CB – To ask for Y6 for volunteers</p>
3.	<p><b>Mental Health Breakfast</b></p> <p>SP asked if the PFA could help and buy supplies for the School's planned Breakfast on Friday 14<sup>th</sup> February as part of Mental Health Week inviting parents to join their children for some toast before school. CB will check with SP the time help is required.</p> <p>DO and RW can help. RW will check with the supermarkets Charity Champions to see if they can help with the supply of food.</p>
	<p><b>ACTIONS:</b> RW – to get supplies for the breakfast RW – to check with the rest of the PFA for help</p>
4.	<p><b>Facebook</b></p> <p>CB thought the set of Rules circulated to the committee were good. There were no comments submitted from any of the PFA members. AE was going to set up a group as a trial and then other members will be informed as how to do this.</p> <p>Each Group Administrator will have to check with Class Teachers before approving parent/carer requests to join the closed facebook groups. Groups will be named according to the year the children started.</p>

	<p>The purpose of the closed Facebook Groups is for celebration and information sharing only – should any post fall out with the rules, warnings should be given and any further problems will result in the parent/carer being removed from the Group. Administrators MUST inform CB if warnings have been issued and if a parent is removed from the group.</p>
	<p><b>ACTIONS</b></p> <p>AE to trial setting up a Group</p>
5.	<p><b>Uniform</b></p> <p>RW said that the PFA cupboard was full of uniform. The sales outside playgroup stopped due to the winter weather, it was agreed that the next sale will be during Parents Evening and then will go back to Playgroup after Easter.</p> <p>A notice will go out in the newsletter, to inform parents not to donate anymore uniform (apart from ties) until further notice.</p>
	<p><b>ACTION:</b></p> <p>CB to add to newsletter</p> <p>RW &amp; DO to sort through Uniform</p>
6.	<p><b>Wonderful Women/Marvellous Men</b></p> <p>RW asked if the PFA could sell small gift items for £1 on the Friday before Mother's and Father's Day, similar to the wrapping room so children can buy a gift for their parent or carer. RW said there were items in the Christmas Sales that could be purchased for this. All agreed this could take place.</p>
	<p><b>ACTIONS:</b></p> <p>RW to purchase items and ask for help with this.</p>
7.	<p><b>Hot Chocolate Rota</b></p> <p>No one present could commit.</p>
	<p><b>ACTIONS:</b></p> <p>RW to ask for volunteers</p>
8.	<p><b>Guinness Book of Records Update</b></p> <p>RW had submitted the application for the GBR Disco Dancing, it was pending in the system and it could be at least 6 weeks before we hear back from them. RW said that Adjudicators are required for this and GBR provide this for fees around £3,000-£5,000, or we could try to find our own independent adjudicators who would have to provide witness statements that would then have to be authorised by GBR.</p> <p>It was agreed that it was no longer feasible to pursue this however CB thought it would be good to still link the Disco Dancing with Mental Health week and it was agreed that we would hold our own Unofficial Disco Dancing Record. Playgroup would still be invited to join us.</p>
	<p><b>ACTIONS:</b></p> <p>RW to invite Playgroup</p> <p>CB to liaise with Mrs Hall regarding leading the dancing</p>

9.	<p><b>KS1 Funds/Waterbutt</b></p> <p>Following on from discussions at previous meetings It was agreed that £50 could be given to each class in EYFS and KS1.</p> <p>The Waterbutt for Opal Play required further information on how this would work</p>
	<p><b>ACTIONS:</b></p> <p>RW to inform KS1 and EYFS they have £50 budget</p>
	<p><b>AOB</b></p> <p>CB asked if the PFA could provide refreshments on Parents Evening which is taking place on Wednesday 12<sup>th</sup> February and Thursday 13<sup>th</sup> February 3.30-6pm.</p> <p>RW could and would check with other PFA members.</p> <p>School Disco Friday 7<sup>th</sup> February – Helpers: DO (KS2) CB &amp; RW (Both), KC (KS1).</p>
	<p><b>Everyone to inform Debbie of any agenda items 2 weeks before the next meeting</b></p> <p><b>Date of next meeting – Monday 2<sup>nd</sup> March 2020 7pm</b></p>

<b>Future PFA Events:</b>	
<b>Friday 7<sup>th</sup> February –</b>	School Disco
<b>Wednesday 12<sup>th</sup> &amp; Thursday 13<sup>th</sup> February</b>	Parents Evening Refreshments
<b>Friday 14<sup>th</sup> January</b>	Mental Health Breakfast (am) & Disco Dancing (pm)
<b>Friday 1<sup>st</sup> May</b>	School Disco
<b>Saturday 27<sup>th</sup> June</b>	Summer Fun Day
<b>Friday 3<sup>rd</sup> July</b>	Y6 Leavers Disco