



Date of meeting: Thursday 20th June 2019

minutes' number: 7.0

| Attendance | | Apologies | |
|--|--|---|---|
| Claire Carter CC Pip Worwick PW Gail Bonney GB Jane Moore JM Louise Jones LJ | | Kath Moore KM Jo Boffey JB Steph Morris SM | |
| Agenda item | | Action | By Whom |
| <i>Minutes from previous meeting – 23rd May 2019</i> Agreed as a correct record | | Email to parents Make copies available in school | PW |
| <u>Matters arising</u> Licences – Jane wanted to check dates Calculators – JM to buy S'bach GB to buy for EBA JM to check with Jo re CHS requirements Foundations sent a cheque for £42 Whiteboards – consider purchasing two for £800 | | School production 16 th July BBQ 12 th July Purchase | JM PW |
| <u>BBQ and sponsored fun run Fri 12th July 6 – 8pm</u> Jane has made tickets and we can sell from next week £2.50 for all tickets All food £2.50 ticket includes one item to eat Drinks – buy from cash and carry – save for other events Napkins for food Order meat – from Alison – needs to be in advance Ask for volunteers to BBQ Run the bar Hire a bouncy castle – costs £55 Use parachute for games Food hygiene certificate query – LJ has one | | Sell tickets Order a week in advance Pick up Call to borrow Ask Claire Hocknell | All LJ GB LJ LJ JM |

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| <p>Fun run - EC to make a sponsor form – ask the Mayor to come and open the track ET and FJ to write to Mayor– need a ribbon and good scissors! Send to Chronicle.</p> | | |
| <p>Y6 trip to bowling / lazer quest / + food Costs £9 per head for 12 people – possible date Thursday 18th July. Children are keen to raise their own funds to do this.</p> | | |
| <p><u>Outstanding accounts at the charities' commission</u> On the charities' commission website – we have outstanding accounts that have a red flag next to them. Finance Agreed to keep a buffer in the account and not spend down to this to make sure we have enough to cover the fair, insurance, other purchases. Agreed to keep £400 in the account.</p> | <p>We need to complete for last year and this year</p> | <p>JB/KM</p> |
| <p><u>Summer events</u> <u>Wed 26th June</u> – school sports' day – sell refreshments – tea, coffee – need cups and lids, generator, urns, boxed drinks, cakes and crisps with long dates, serviettes. Run the refreshments – CC/LJ or JM and ask other PFA members Pricing idea £1 for drinks and 50p for crisps / drinks <u>Tuesday 2nd July</u> – school disco 3:30 – 4:30 £3 entry – cake / sweets and drink – could do outside if weather is good enough. Children to request songs for playlist Y6 <u>Tuesday 16th July</u> - School summer production – get a licence for the evening production to sell wine etc Glasses for wine Afternoon performance – tea/coffee/ cake Ask for volunteers to serve. LJ can do the afternoon, JM can do the evening.</p> | <p>Purchase items Ask Rob Borrow urns Ask for more help Purchase items Ask children Apply for a licence Purchase items borrow</p> | <p>JM JM PW JM on FB JM JM PW JM PW</p> |
| <p>AOB</p> | | |
| <p><i>Date of next meeting</i> Thursday 18th July 7:30pm at The Castle Inn</p> | <p>Advertise the date</p> | <p>PW/JM</p> |

These minutes are agreed as a correct record of the meeting Thursday 20th June 2019 held at The Castle Inn. (To be agreed and signed at the next meeting)

Signed _____ Date: _____