

1. Welcome:

- Present: Libby Soper, Alex Haig, Bex Williams, Lauren Smith, Dawn Jackson, Ami- Lou Jackson, Danika Smith, Vicky Merchant.
- Present via Zoom: Amy Buttle, Collette Stephenson.

2. Committee:

- We now have a core group of people who are interested in being regular PFA members (attending meetings etc.) and others who would prefer to just volunteer for events. No issues raised concerning this.
- Resigning of current members – Alex Haig resigns as Chairperson and Bex Williams resigns as Secretary.
- Review of committee roles and responsibilities – Chairperson (leads the committee), Vice Chair (fills in for Chair, including leading meetings), Secretary (takes charge of all notes, paperwork, meeting minutes, correspondence etc), Treasurer (deals with all finances, total cash lead). Minute taking can be carried out by any of these core roles if the Secretary is unavailable.
- Confirmation of who has applied for each role – one nomination has been received for each role:
 - Chairperson – Alex Haig
 - Vice Chairperson – Bex Williams
 - Secretary – Ami-Lou Jackson
 - Treasurer – Dawn Jackson
- Floor opened for the final chance for any other individuals to put themselves forward for any of the four core committee roles – no further nominations.
- Vote carried out individually for all positions – all nominees unanimously voted in.
- It was emphasised that all other PFA members are still crucial. All representation is needed.
- Discussed the need for better communication within the PFA as a whole – the idea of having two WhatsApp groups, one for committee members and one for volunteers was brought forward. But it was agreed that it would be hard to maintain a clear communication thread. The idea of creating a contact/ mailing list was put forward. Emails can then be sent out to all relevant parties, and everyone can be kept up to date. **Ami-Lou to Action.**
- Any further communication needs to put in the group weekly.
- Pledged to take on every bit of feedback and make sure we respond to it.
- Will arrange a separate tuck shop meeting – how we run it going forward. Cost and benefit. **Alex to Action.**
- A further meeting regarding fundraising will be held. **Alex to Action.**
- Website to be included in the school newsletter every week. **Libby to Action.**
- Also need to ensure that we are justifying our funds, and it needs to be made public. Ami-Lou has included money raised etc. on the website, but we need to ensure that we are being clear with the spending of PFA funds.

3. Finances:**TOTAL SPENDS: £4015.72****TOTAL INCOME: £7102.46****AMOUNT IN BANK: £3104.74**

- Overall review of finances – as above.
- Cash raised so far – mostly from events but also had some sponsorship.
- Money spent to date – key areas have included sweets, DJs, decorations.
- Total figure in PFA bank account - £3104.74 (but this includes sweets just bought for upcoming Tuck Shop).
- Threshold of spending discussed i.e. when does a PFA purchase need to be okayed by the whole group. **Bex to check constitution and discuss with Dawn. Then put to and agreed with the group.**

4. Plans for Year One Outside Provision:

- School have plans for a sensory wrap around garden for Year 1 – more play led learning. Expectations in Year 1 are high, need to have more play led learning for an easier transition from Reception. SEN children can use it too. Further info to follow. **Libby to Action.**
- Estimated total cost is £8,000. There is no fixed timeline for completion.
- School has asked for PFA assistance to begin the fundraising process. School will also be contributing.
- School have proposed a PFA donation of £300 – this was discussed, and it was agreed that the PFA could afford to contribute £500 as a starting amount. The amount raised from our next Tuck Shop (Friday 15th March) will also go straight into the pot for this project.
- It was also agreed that the PFA will continue to carry out specific fundraising for this cause and will also reach out for sponsorship. The aim is to create a plaque with the names of all businesses that contribute on it.
- Furthermore, the PFA pledge to donate a second amount to this cause after the Summer Fair has taken place. The amount will be discussed and agreed with the PFA as a whole before the end of the academic year. **Alex and Dawn to Action (July 2024).**

5. Review of Upcoming Events:

- Easter Trail (goes live on Monday 11th March) – treats for easter trail. Purchase of Malteser Bunnies agreed. Need to ensure we have allergy options too. **Alex to Action.** Also needs to go out on social media. **Ami-Lou to Action.**
- Next Tuck Shop (Friday 15th March). Sweet packing next week, exact times to be confirmed. **Bex to Action.**
- Spring Equinox Gallery (Wednesday 20th March) – PFA to run refreshment stand. PFA will also be providing the prizes for the Easter Bonnet competition. Discussed asking Sweet Finkle to create some eggs. **Bex to Action.** An alternative option to consider is for Amy B to create the eggs and to fill them with either chocolates or Easter treats e.g. cuddly bunny, bubbles. **Any further options to put suggested via the PFA WhatsApp group.** A Parent Governor will be judging the bonnets (one winner from each of the three year groups involved). The PFA will present the prizes in the final assembly of

term on Thursday 21st March. (It was also noted that it is important to alternate the members of the PFA who attend school assemblies/events, should other members wish to be involved).

- Gala (Saturday 18th May) – neither the PFA nor school need to provide any costumes. It is not a school run event and we cannot take responsibility for children. Parents will need to accompany their children should they wish to partake in the parade. Aim is to promote Hungate and help attract more pupils to the school. Teachers will be on the stall with brochures etc. PFA will run a game alongside to raise some funds (Hook A Fruit game as discussed in our previous meeting on the 17th of January).
- Summer Fair (Saturday 6th July) – see below.

6. Summer Fair:

- Initial discussion and agreement of overall format - Is the 6th July actually going to work? The 5th July is an Inset Day so staff will be around, but people might go away? Agreed that it might be better to reconsider holding it on a weekday. Need to chat with Fie first and then put options to the group.
Bex and Alex to Action.
- Ran out of time to discuss further but will finalise the key details at our next meeting.

7. Any Other Business:

- Floor open to all meeting participants.
- No further business raised.

8. Set date of Next Meeting:

- Friday 15th March, 1pm. Venue tbc.
- Main topic will be the Summer Fair.