

1. Welcome:

Present:

Alex Haig – Chairman
 Bex Williams – Secretary
 Lauren Smith
 Collette Stephenson
 Becky Freer
 Julie Morton

Apologies:

Libby Soper – Teacher Representative
 Vicky - Treasurer
 Danika Smith
 Sarah Herridge
 Chantelle Ford
 Vicky

2. Review of Valentine's Disco:

- **Feedback and lessons learnt:**

- Need more bins.
- Fruit Shoots – not entirely eco-friendly and caps a health and safety issue. Consider budgeting for cartons next time? Or use bottles for project in school? Ensure caps are removed before giving them to children.
- Consider running a separate event for nursery children next time e.g. a party in the morning for the little ones. Can Survey to see what parents would prefer.
- Consider having two nights next time to include everyone.
- Lessons learnt – undercharged. More stock next time. Create a back office so we have spares if necessary.
- Want discos to always been accessible for all - cap tickets at £1.50.
- Lots of time to plan for Halloween disco and plan for adjustments.

3. DBS:

- Who is happy to put themselves forward for DBS check? – All present at meeting happy to be DBS checked.
- Also send out message to PFA group. Collate names and pass on to school. **Bex to Action.**

4. PFA Constitution:

- Use other schools as template.
- Completion date - 1st march. **Bex and Alex to action.**
- Factors to include - Donate a percentage to families in need -twice a year at the discretion of the team. Fundraising for individuals. Need to be submitted to board and approved.

5. PFA Launch:

- Agree on date (to be confirmed with school) – before Easter, W/C 6th March. Assembly on Friday?
Bex and Alex to Action.
- Meet with Junior Leadership team and then do assembly. See what the children would like for the school.
- Potentially meet with the Leadership team every half-term.
- Volunteers to be agreed for assembly – message to be sent out. **Bex to Action.**

6. Tuck Shop:

- Agree start date (to be confirmed with school) – every two weeks, two stands, Co Op and Main Gate.
- Where to source sweets- chat with Sweet Finkle again. Don't want to affect their trade and would like to keep it local. **Collette to action.**
- Start tuck shop on same day as assembly if possible.
- Prices – decide after chat with Sweet Finkle.
- Volunteers and volunteer rota – need a minimum of 4 people very two weeks. Also need Vicky to come and count takings. Can ask Year 6s to help. Speak with Kelly at Buddies and potentially ask for parent volunteers. (Lauren not available). Rota to be comprised. **Bex to Action.**

7. Easter Event:

- Don't want to interfere with Elmet Lion's Easter Egg competition.
- **Easter Trail around Sherburn** - Images in shop windows. Letters to make Easter word or phrase.
- Just put out to school this time – pay via ParentPay and collect trail and prizes from school office.
- Crème egg or similar as a prize. Potentially order chocolate treats from Sweet Finkle.
- Friday 17th march deadline for paying.
- Organised hunt from Saturday 25th March and completion deadline Friday 31st March. Easter treat for all who enter.
- Potential businesses to involve in Easter Trail – Sherburn DIY, The box, Sweet Finkle, Library, Starkey's, Estate Agents, Solicitors, Pet Shop, Barbers and one letter on school gate?
- **Easter Competition** - Children provided with materials to make things e.g. Bonnet, Basket or Easter animal. Pick up pack from school office.
- Entry £1.
- Leadership Team to judge.
- £5 prize for each year group winner to spend at Sweet Finkle. Also award House Points for 1st, 2nd and 3rd in each year group.
- Entry deadline Monday 27th March. Winners announced in assembly on Friday 31st March.

8. Leavers Ball:

- Date – end of June. (Check with school).
- Paid tickets – PFA will fund any child who needs it.
- Take Year 6s out during the afternoon and then come back for the party.
- Black tie, meal, photographer.
- Arrange another meeting to discuss further.

9. Summer Fair:

- Date – 15th/16th July (To be agreed with school).
- Full day event – starting at 10am.
- Ticket Price – to be agreed. Open to all.
- General format and potential stalls/entertainment to be included – Dog competition, grow your own plants, team competitions e.g. Tug of War, stalls and games like Hook a Duck, kids open mic.
- Explore whether older children can help run some of the games/stalls.

- Music at the end, 4 to 8ish - open mic, band.
 - Charge for stall holders – max £20? Take percentage of takings?
 - How much do we want to raise...£4,000 to £6,000? (£10,000 for the year).
 - Further requirements:
 - Porta Loos.
 - Music, Gambling and Liquor licenses?
 - Food carts, burger stands. Potentially take a percentage of their profits (larger businesses but not local people/smaller businesses). OR see if Starkey’s will do a BBQ.
 - Speak to Police and Ambulance service.
 - Clarify capacity. Is there a limit? What are the Emergency Exits and routes? Speak with Mr Broom.
- Alex to Action.**
- Will need Marshals.
 - Traffic and parking - speak with football club. **Alex and Bex to Action.**
 - Food stalls in playground and other stalls on the field?
 - Face painting – ticketed.
 - Bouncy Castle?
 - Get Press involved.
 - Volunteers - volunteers don’t pay entry. Bring community back into school.

10. Any Other Business

- Other fundraising ideas:
- Buy, Sell, Swap.
- PJ day – or non-uniform day.
- Break the rules day – May time.
- Bake sales. School Years take it in turns to provide cakes.

11. Conclusion:

- Summary of Upcoming Events:

Event	Date
PFA Constitution created.	1st March.
PFA Launch.	W/C 6 th March, Assembly 10 th March.
Tuck Shop.	Starting 10 th March.
Easter Trail.	25 th March to 31 st March.
Easter Competition.	Deadline 27 th March, Winners announce 31 st March.
Break the Rules Day.	May (tbc).
Leavers Ball.	End of June (tbc).
Summer Fair.	Weekend of 15 th /16 th July (tbc).

- **Date of next PFA meeting - Thursday 16th March at school, 1.30pm to 3pm.**