

1. **Welcome:**

- Present – Libby, Gemma, Alex, Bex, Dawn, Danika, Danielle, Dawn, Lauren.
- Apologies – Ami-Lou, Amy, Julie, Collette, Kim.

2. **Committee Voting:**

- Need an official vote for the core committee members.
- These roles will comprise of Chairperson, Vice Chairperson, Secretary and Treasurer.
- Discussed the need for introducing the Vice Chair role – currently the Secretary is also fulfilling the role as Vice Chair. This is too much for one person. Making the roles separate means that the secretary can focus on taking the minutes and ensuring the records are up to date, leaving the Vice Chair to support the Chairperson.
- The concern was raised about whether we'd have enough people coming forward to fill these roles. But we are getting bigger as a group and that extra support is needed. Plus, it allows more scope for external individuals or newer PFA members to apply.
- Need to write up job role descriptions and publish them (especially on website). **Bex & Alex to Action.**
- Need to make sure that we are fully accommodating, and everyone is included. Need to ensure communication is there and it is open to everyone.
- Can use Google Form for voting procedures – for those who wish to apply and for votes to be cast.
- One vote per person, per role. Set parameters on form.
- Need to ensure that we are totally open for the community and above board. Spending the money will help with this.
- Have only been doing this for a year, only just started to make money now.
- **Date agreed for AGM - Thursday 7th March, 6pm. Location tbc.**
- **Applications for roles in by 2nd Feb. Leaves 4 weeks to vote. Closing date 1st March.**

3. **Funds Usage:**

- Ideas for spending funds:
- Need a school bus! In the interim PFA can help pay for school trips, especially for coaches.
- Contribute to transport money pot so all year groups benefit.
- After school clubs – get more going. Could put on a PFA club? Theatre club – Lauren? Sports?
- Investigate theatre-based events for school. **Lauren to Action.**
- iPads have been mentioned – haven't quite got the funds yet but can put this forward as a target for future spends.
- Stick with slightly smaller targets for now.
- Discussed the need for outside lights. But school will take responsibility for this as it is a Health and Safety issue.
- Young Voices – PFA can provide funds for torches and other contributions.
- Update on how to promote after school clubs – it is being looked at. Unfortunately, it will be impossible to please everyone, but the plan is to announce clubs on Dojo 24 hours before to give people more notice of when they can sign up their children.

4. **Valentines Disco (7th Feb):**

- Agree format – same times as Halloween Discos – Reception and Year 1 315pm to 4pm, Years 2 and 3 415pm to 5pm, Years 4, 5 and 6 515pm to 6pm.
- DJ Paul is confirmed for music.
- Price and ticket sales – keep the same price as the Halloween Discos. **In the meeting this was mentioned as £1.50, but it was actually £2. Will go with £2 if all are in agreement.**

- Tickets to be sold through ParentPay – revisited the idea of an all-inclusive ticket with the option to still buy stuff on the night. Also discussed using entrance bands.
- Agreed that we will continue with cash tuck shop but refine the process. If it still doesn't work, we can consider all-inclusive next time.
- We need more people running the tuck shop. Will also be stricter on structure and serving. Can use the studio for the tuck shop, put the lights on, and it's a bit more separate.
- Discussed whether to still sell crisps – agreed to keep crisps as they are popular but to change the varieties.
- We will have 3 separate tables for each food item.
- Reception kids – teachers take in money and look after it.
- Decorations – ask Amy B about the possibility of doing a balloon arch. Put up fairy lights. Look at investing in fairy light curtain. **Alex to Action.**
- Poster needed. **Libby to Action.**
- Volunteer requirements – 8 per disco (primarily on Tuck Shop), plus teachers to interact with kids etc.
- Sweets – anyone else want to be involved in placing the sweet order? Put message to the rest of the group. **Alex to Action.**
- Ordering to be done W/C 22nd January, with packing commencing the week after.
- Nursery offering – needs to be discussed further. Do it in them morning. Unfortunately, can't ask Funky Jives this time as Kat is no longer in operation. Is it possible to come up with a nursery session ourselves?

5. **PFA Communication:**

- What the WhatsApp group is for – PFA chat is for PFA matters only. Cannot be filled with other subjects. Shouldn't have debates in the chat.
- Debates are for meetings only. Chat is for notifications. If a subject is raised that needs to be discussed, it can be added to the next meeting agenda.

6. **Sherburn Gala (If there's time):**

- 18th May 2024.
- **Ran out of time so postponed to next meeting.**

7. **Any Other Business:**

- Libby and Gemma happy to be on PFA website? – both happy.
- Quick website overview - still needs updating but is now live. Will go official as of Friday. Will be promoted in the Echo. **Gemma to Action.**
- PayPal will also go live for donations.
- School website is linked from PFA website.
- PFA website needs linking from school website.
- **20th March – Spring Equinox Art Gallery**– Libby organising. PFA to provide refreshments. Easter bonnet competition for reception and KS1, with bonnets displayed at the gallery. Invite governors to judge. PFA will provide the prizes. Small prize for everyone and a main winner from each year group. £1 to enter per bonnet. Bring bonnet in on the 20th, with student's name on.
- Danielle has an air hockey table which can potentially be used as a prize either for this or another event.
- Winners to be announced during celebration assembly on the Thursday (21st March).
- All in agreement to go ahead – will touch base and get planning after Half-Term.

8. Conclusion:

- Review Actions.
- Agree date of next meeting – next main meeting will be second week back after half-term. Valentine Disco prep and updates will be communicated via WhatsApp group.