

**1. Welcome:****Present:**

Alex Haig – Chairman  
 Bex Williams – Secretary  
 Libby Soper – Teacher Representative  
 Sarah Herridge  
 Lauren Smith  
 Carlie Beck

**Apologies:**

Danika Smith  
 Collette Stephenson  
 Becky  
 Julie  
 Vicky

**PFA Update:**

- Plan going forward – what are we doing and what is our position? Clarify rules and regs. School has grown so some things have changed. E.g. have to limit the numbers in the hall.
- Establishing a PFA constitution – confirmation of who we are. Will be put in the newsletter, promoted in school and on website etc. Need to put a plan together for the year and get approval.
- Branding for poster – colours, font etc. need approving. Can organise a separate meeting to discuss this.
- Good to get school and PFA on the same page. Need to ensure good comms.

**2. Setup and Volunteering:**

- DBS policy – all vols need to be DBS checked. It’s not a legal requirement but we will be working with large numbers of children so much safer to be DBS checked. Also gives us more freedom.
- Will look at who can commit to regular PFA involvement and agree on DBS checks – to be discussed at our next monthly meeting.
- Disco is in a dark room so risk assessment does not cover it. Does mean that we cannot help at the disco without DBS but does make things much better going forward.
- What we (PFA) can do on the 7<sup>th</sup> Feb- discos will run by the teaching staff but PFA can help with the setup with teacher supervision. Just need confirmation. **Libby to Action.**

**3. Tickets:**

- Number of tickets sold to date – check figures on Friday and then get final figures on Monday. **Libby to Action.**
- Money made via disco will go to the PFA and help to get Parent Kind set up.
- First come, first served – this has always been the case due to number restrictions in the hall. Just more heavily publicised on this occasion. Going forward it is important that we manage parent expectations. Potential to have two disco nights further down the line if the interest is there.

**4. Music:**

- All sorted – Mr Rushworth will be DJ!

**5. Tuck Shop:**

- Items to be sold - Fruit Shoots, crisps, and made-up sweetie bags.
- Will have standard sweetie bags and also allergy safe bags.
- Sweets to include marshmallow hearts, mini Love Hearts, Haribo hearts. NO LOLLIPOPS. Look at buying options on Amazon. **Alex to Action.**
- Check buying options for Fruit Shoots and crisps. Recce in Aldi. **Sarah to Action.**
- Once an updated list of numbers has been obtained on Friday, we can start making the standard sweetie bags on Sunday. Then concentrate on the others on Monday.
- Prices - 20p for crisps, 30p for drinks, sweets 50p. Children will be limited to one of each item.
- Arrange purchase – buy and be reimbursed. **Alex to Action.**
- Allergies catered for – Halal, GF, DF, nut free.
- Classes to be called up one at a time with their teachers as they are aware of the allergies in their class.

#### 6. Decorations:

- Storage for balloon arch – check with Fi. **Libby to Action.**
- Check if arch can be dropped at school at 7am on the 7<sup>th</sup>. **Sarah to Action.**
- PFA can provide fairy lights – do they need to be PAT tested? Need to check. **Libby to Action.**
- Battery operated lights are fine.
- Look to provide tablecloth for tuck shop table, and some decs.

#### 7. Any Other Business

- Send out message within the group to gather other ideas. **Alex and Bex to Action.**

#### 8. Conclusion:

- Review Actions:

Task	Actioned By	Date to Action By
Establish PFA constitution	Alex and Bex	24/02/2023
Agree DBS checks	All PFA	24/02/2023
Check PFA can help with disco setup	Libby	03/02/2023
Check number of disco tickets sold	Libby	06/02/2023
Order sweets, bags and decs	Alex	03/02/2023
Purchase crisps and drinks	Alex and Bex	05/02/2023
Check storage for balloon arch	Libby	03/02/2023
Check delivery time of balloon arch	Sarah	03/02/2023
Is PAT testing needed for fairy lights?	Libby	03/02/2023
Comms regarding other fund-raising ideas	Alex	ASAP

- Agree date of next meeting – first week back after half term. Exact day and time to be confirmed. Message to be sent out. **Bex to Action.**