



# Sherburn Hungate PFA Meeting

## 17/04/2024

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**1pm - 3pm**

### ATTENDEES

Ami-Lou, Bex, Alex, Dawn, Lauren, Vicky, Beth

### APOLOGIES

Collette, Amy B

### AGENDA

#### **Previous Meeting Actions (10 minutes approx.)**

Complete	In Progress	Carried Forward
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#### **Sherburn Gala / Summer Fair planning (50 minutes approx)**

**Gala 18th May** - volunteers required for the stand.

School there to promote the school so unable to ask teachers. Suggestion of asking whether the Junior Leadership team can support

PFA doing a game - hook a fruit idea? ACTION Need to make this - Rotating lazy susan with extra large disk.

Prizes - 3 types - left over prizes from previous events, haribo packets (cool pack required so not to melt if warm), 1st prize

No more is required in terms of dressing the precession. We will have 1 Banner on stall. 1 on van. Could perhaps do with some more Ribbons which will need to be bright & colourful to match the caribbean theme.

It is a Full day 10am - 4pm therefore we are looking to have 2 volunteers per 2 hour slots on the Stand to enable everyone to enjoy the day. Bex will create a Rota.

Tom can drive van with sound system.

We need to Promote the event & our attendance



## Summer Fair 3rd July

Went through all the of the stall ideas and assigned Dawn to action the collation of contacts & costs for each. Once we have pricing for all, we can discuss at next meeting what we would like to confirm & how many volunteers we will need for each stand.

Alex is investigating what is going on in the area to identify local shows to attend and approach stall holders to see whether they would be interested in attending our event(s). Ami-Lou has done the same and managed to get some Raffle prizes through doing this so action for all to ask around if you are out and about at local markets, fairs etc.

Smash A Can' Tin can & bean bag game - To add

Junior Leadership Team / Year 5 / 6 volunteers - Alex/Bex to ask School (Jenna) Letter to year group. Discussion was had around having a Volunteer thank you initiative whereby volunteers will be given a small thank you card/present for their time/effort. We need to establish how many volunteers we will have to see if we have anything in the budget.

Idea around having a PFA Cafe where children can decorate biscuits whilst parents can enjoy a cup of tea/coffee. Ask Mary (School Dinner Lady) whether this would be a feasible idea.

### Showcases from local groups:

<i>Group:</i>	<i>Name of guest</i>	<i>Who?</i>
Gymnastics		Dawn
Punch & Judy		Amy
Magician		Bex
Cheerleading / Majorettes		Alex/Ami
Stage Kidz		Alex
Fire Brigade / Police / Ambulance presence		Alex
Martial Arts		Dawn
Dance Club (Tiny Beats)		Alex
Local Band		Lauren

### Paid Stalls/Activities:

<i>Type:</i>	<i>Name of guest?</i>	<i>Who?</i>
Hair Braiding	Check with school that they are OK with this	Beth
Face Painting	Jenny - simple designs to save time	Alex
Balloon Making		Bex
Tag Rugby (local sports team?)		Lauren / Alex
Jewelry Making		Alex
Bath Bomb Making		Alex
The Lego Box / Lego Car Race		Alex
Caricature stand		Alex
Fortune Teller		Lauren
Bird of Prey		Alex / Beth
Wax Melts	Georgina Walton	



### PFA Stalls / Activities:

<i>Stand</i>	<i>Who?</i>
Biscuit decorating / PFA Cafe (4) (speak to Mary)	Packs of digestives, icing & sprinkles
Tug-O-War	Bex / Julie
Sponge the Teacher	Bex - to add to Rota
Hook a Duck (need to think about positioning)	Bex - to add to Rota
Tombola	New to source - Beth
Bookstall	Amy B
Raffle	All
Spinning Wheel & prizes	Beth
Human Fruit Machine - with teachers	Bex / Beth
2x Inflatables / Bouncy Castles	Ami

### Food / Beverage:

PFA - food - Mary (Dinner Lady)	Beth
PFA BBQ (gluten free options)	Beth
Gyros	Lauren
Pizza - removed 17/04 for fish&chips	Dependant on above
Coffee	Alex
Ice Cream	Beth / Ami
Refreshments / soft drinks/ bars	Alex / Beth

### PFA Contributions to date (10 minutes approx)

Alex - PFA are still working on the Amazon Wish List for Sensory Garden. Marketing has been issued but it is hard for us to see what, if anything has been purchased. The only way to see this is to go back into the Amazon Wish List and see if anything has been removed. Further marketing of this required.

PFA contributed a significant amount to the Holiday Food Initiative

- 25 families requested help
- 2 big bags of food provided to each

Feedback was amazing and went really well. As a committee would we like to be involved each time moving forward - All in agreement.



Monetary contributions came from prior fundraising events but other parents also came forward to donate more to enable us to give further provision to the initiative. Warburtons also donated bread etc.

Breakfast initiative is run by school where they reach out to families to see whether they need any support in ensuring kids and their families are able to have healthy breakfasts.

Looking to create recipe sheets to make it fun for families too.

Also committed to Reception getting a visit from a Farm.

Contributing to the cost of School trips are in future plans for the PFA

Early September, need to be allocating something to older year groups.

Easter Trail - 448 raised.

### **Other extracurricular activities (5 minutes approx)**

PFA has been asked to support with the launch of their new forest school in June.

### **Treasurer Update (10 minutes approx)**

Not this meeting due to hand over needing to take place.

### **'SPEAK UP' Feedback & actions (15 minutes approx)**

No time to go through the feedback on the Speak Up feedback during the meeting however the main points are as follows:

- **Personal situations/issues should be kept away from the PFA whatsapp group as it can take away from the purpose of the group.**

*Response from PFA - Everyone is concerned that everyone is healthy, OK and well but if anyone is unable to attend if you can respond in the group that you are unable to attend but anything private and personal discussed directly with Alex or Bex should you feel you would like to share.*

- **Any communications regarding the PFA should be made in a positive and supportive manner.**



- **Response from PFA** - We agree. We are all part of PFA for the same reason - to provide support for our school, our children & their families. We hope that the launch of the Code of Conduct will also support our members with this and provide a standard that we strive to maintain.

### **Website updates (5 minutes approx)**

No time to discuss. If you would like to make any suggestions, please message the group or email [pfa@shp.starmat.uk](mailto:pfa@shp.starmat.uk)

### **Marketing Calendar Update (5 minutes approx)**

No time to discuss. If you would like to make any suggestions, please message the group or email [pfa@shp.starmat.uk](mailto:pfa@shp.starmat.uk)

## **NOTES**

A question was asked around comments made in the PFA Group chat regarding 'ongoing issues' and what these 'ongoing issues' are.

Ami-Lou advised that as far as she was concerned, any issues were personal and should be (if still ongoing) be dealt with separately to the PFA. Bex agreed.

Official Complaints procedure in place which is to email the [pfa@shp.starmat.uk](mailto:pfa@shp.starmat.uk) with your concerns. If your concerns cannot be raised directly to the PFA, contact the school directly. Please note, contacting the school directly should only occur in instances whereby you feel that the running of the PFA is not as it should be or feel that your concerns raised directly with the PFA are not being addressed. The PFA is a separate entity entirely to the school therefore their input into any issues should be in extreme cases where by the safety of the school, its pupils or parents are at risk.

The Code of Conduct has been launched to ensure that we maintain excellent standards of communication and care to our decision making for the benefit of our school, its pupils and their families.

The 'Speak Up' forum has been launched to encourage anyone to raise their concerns, ideas, feedback etc. This can be done by providing your name or confidentially should you choose not to share your details.



## ACTION ITEMS

	<b>ACTION</b>	<b>WHO</b>	<b>BY WHEN?</b>
	Make a Hook-a-Duck game for Gala		
	Promote the Gala	Social Media support	24/04, 27/04 and on several dates up to event
	Create Rota for Gala	Bex	7th May
	Source Ribbons for Gala Event	Go out to all	7th May
	Collate spreadsheet with costings of stalls at Summer Fair	Dawn	7th May
	Approach School Band to see if they would like to play at Summer Fair	Sarah	7th May
	Design marketing material(s) for Summer Gala	Ami-Lou / Sarah H	7th May
	Reach out for Raffle Prizes	All	Continuous
	If anyone attends local fairs between now and the event, ask stall holders whether they would be interested in attending our event	All	Continuous
	Reach out to 3 different contacts in each stall/activity/category in order to ascertain: <ul style="list-style-type: none"> <li>- Whether they can attend</li> <li>- What their prices are/would be (if applicable)</li> <li>- What they would require from us</li> </ul>	Please see tables above	7th May
	Obtain Tombola Drum	Beth	7th May
	Ask Mary (Dinner Lady) whether she could offer support from a PFA BBQ / PFA Cafe idea stand point	Beth	7th May
	Develop List of Community organisations we	Ami-Lou	7th May



	may wish to invite		
	Visit Peter Pan Charity shop for activity prizes	Amy B	
	Decision on alcohol	All	7th May
	Layout of field/event	All	7th May

## NEXT MEETING

Tuesday 7th May