

1. Welcome:

- Present: Alex, Bex, Libby, Gemma, Danika, Lauren, Collete (via phone).

2. Update on PFA Website and Social Media:

- Facebook and Instagram update – access. Currently linked to Sarah’s private FB. Ami-Lou has created templates etc. Sarah can give permissions to Amy but if it’s linked to Instagram you can’t. Give Ami access to FB and then do Instagram separately.
- Template designs for social media.
- Website – to include link to Parent Pay, contact details, fundraiser tracker, constitution, calendar of events, how to get involved with the PFA, area to submit to ideas, update posts. Can we link to Parent Pay? Yes.
- Need voting evidence. Voting will be in July. Needs to be advertised publicly.
- Check Parent Kind for dates and AGM time etc – **Alex to Action.**
- Ask Ami-Lou – can we create a page where we can store PDFs so people can click and view key documents – **Alex to Action.**
- Build awareness online with PFA processes etc and make sure we have correct procedures in place.
- 21 days to announce for AGM.

3. Bag 2 School recap:

- Profit made – only made £110 which was disappointing. Need storage for bags next year as some parents couldn’t drop off that day. Lots happening at school so possibly the wrong time to do it. Not happy with how the bags were weighed. Never got record of weights as bags were being weighed.
- Didn’t work as we envisioned.
- Alex to speak to company and voice concerns.
- To be reviewed.
- Speak to Helen from Appleton roebuck and get feedback – **Alex to Action.**
- Where is stuff stored for the toy giveaways?
- Book pick up for Monday next time.
- Communication – limited with dojo posts. School Calendar – feedback has been that we need more info for dress up days etc.
- But overall parents are very grateful for the opportunities available for the kids.

4. Christmas Market (Wednesday 13th December):

- Stalls – updated list of businesses and final businesses to speak to.
- Facepainting – Jenny happy to do it!
- Decorations – what do we need to source? Check what will go in the hall. 8 foot tree. Borrow snowman from Amy B. Get tinsel, fairy lights, curtain. PAT tested every 12 months. Home Bargains for lights.
- Check in re. father Christmas. Check with Ami-Lou. Talked about ticketing but not enough time for all children.
- Checked for the Grinch but too expensive.
- Photobooth – sourcing items. Props in Home Bargains. Not digital as photos need to be checked. Careful who’s in pics. Backdrop – **Lauren to sort.** Have it in the corner in the studio. Sign to only take pic of your kids. Vols to man photobooth. Framed sign. Lauren on photobooth.
- Entrance via main door and exit Buddies morning door. One way system. Volunteer on main door? Vols in hi vis and Christmas hats to help crowd control and one way system. Use no entry signs.
- Promotion – poster and social media update. Separate Dojo post for Tombolas. **Libby to action.**
- Send stall list etc to Lauren – **Bex & Alex to Action.**
- Volunteer requirements – for prep and on the day. Set Up and Market rota needed – **Bex to Action.**
- Music – choir update and playlist. White Rosettes can’t come to sing but will have a stall. Salvation Army have been contacted.

- Really Awesome Coffee haven't got back to us. Neither have treats truck. **Lauren to contact maltings tearoom for food truck.** Need disabled spaces.
 - Games – finalise type of games and JLT involvement. Any pupils want to man the stalls? Agree prizes. List of games:
 - Lucky Dip
 - The North Pole - Sticks in sand...different colours for different prizes. 3 colours.
 - Staff to run games. Come up with list and create vol list for teachers - **Bex to Action.**
 - PFA group – 5 stalls for games. Signup sheet for Monday – **Bex to Action.**
 - JLT will come to us and help set up stalls.
 - Put Tombola in main hall. Bex to store tombola prizes.
 - Tokens – just for mulled wine? Non – alcoholic mulled wine? Licence for the event. Do a price check. Put to the vote in PFA group. Oranges and spices etc.
 - Refreshments – external truck plus mulled wine and mince pies. GF option too. Jane to do GF mince pies.
 - Tokens for games and refreshments – agree value of tokens. After discussion, agreed on non-alcoholic mulled wine.
 - Extra mince pies for year one songs around the tree.
 - Can we have truck come round the back and to the side of the studio? **Alex to Action.**
 - Do candy floss along with mulled wine and mince pies.
- 5. Any Other Business:**
- None
- 6. Conclusion:**
- Review Actions.
 - Agree date of next meeting.