

Minutes of PFA meeting – October 6, 2016

Attendees

Sam King (co-chair), Karen Mayo (co-secretary), Gillian Wilson (year 6 class rep), Steve Mole (Treasurer), David Sewell (treasurer-designate), Eleanor Coulber (Reception class rep), Nicky Gaylor (year 4 class rep), Katie Kingston (year 3 class rep), Katherine Brewer (co-secretary), Sofia von Wachenfeldt (Year 2), Sandra Velosa Roche (Deer class rep, year 1), Kate Gilbert (co-vice chair), Laura Paice (year 5 class rep), Gareth Dutton (headmaster), Lesley Harding (co-chair), Amy Castle-Young (Owls class rep, year 1), Seana Haugney (parent, reception), Jo Jervis (co-vice chair), Irina Rapiy (parent, year 1)

1. Welcome – Lesley Harding and Sam King welcomed everyone to the meeting.
2. Minutes of previous meeting – these were proposed by Steve Mole and seconded by Sam King. An update was given regarding the Waitrose Community Matters Scheme which has donated £200 to the PFA. In addition the quiz at the Canbury Arms was held in September. Minutes of the previous meeting can be viewed on the school website at <http://www.stlukes.kingston.sch.uk/page/?title=PFA+Meetings&pid=86>.
3. PFA constitution and committee changes – the co-secretaries have been looking at models from other schools in order to have something more applicable to St Luke's. A proposed draft will be circulated to the committee with the intention to give three weeks' notice that an Extraordinary General Meeting will be held on November 24th, at the start of the Christmas fair planning meeting. At this EGM the new constitution will be discussed and hopefully approved. The proposed constitution will be circulated in advance.

Steve Mole commented that nothing is now done by cheque but instead by electronic transfer. It needs to be considered whether the PFA is happy that the treasurer alone can make these payments. He also suggested that there is one meeting to adopt the accounts and then a second, the AGM, to look at the committee and review the year. The agenda needs to be sent three weeks in advance for the AGM.

There have been two changes to the committee – Rachel Davies has stood down as co-vice chair and Steve Mole will be standing down as treasurer at the end of this academic year.

David Sewell has put himself forward as treasurer – Steve Mole proposed and Jo Jervis seconded his appointment as co-treasurer.

Kate Gilbert has offered to be the new co-vice chair. Kate was co-opted to the committee at the meeting. She will have particular responsibility for social media and communication.

The meeting discussed and agreed that the signatories on the bank account will now be: Steve Mole, David Sewell, Lesley Harding and Sam King. This was put to a vote in the meeting and was formally agreed by all.

4. Finance update – please see the attached report from the Treasurer.

- The quiz night in the Canbury Arms raised £720.
 - The takings from the arts exhibition night are to be confirmed.
 - Three lottery draws are due to be made – Steve Mole proposes holding these on the first Friday of the month. More people are needed for the lottery – Kate Gilbert will publicise to encourage participation.
 - The current bank balance is very healthy at around £15,000.
 - There are a number of standard donations that the PFA generally makes each year (£1,500 annual donation to school, Parentmail £1000, Christmas Lunch £500 (suggested), KS2 disco £150).
 - Lesley Harding requested a breakdown of Summer/Christmas Fair school stalls. Steve Mole will send this.
5. Donations and fundraising – Gareth Dutton thanked the PFA last year’s donations. He gave an overview of what the donations had paid for: IT equipment to help the teaching of computing; projector and screen which have modernised the hall; Clicker software for literacy (including training for staff); increased library provision for SEN books; Happy Chick eggs for nursery (although the whole school enjoyed them); a new work bench for D & T for EYFS. The annual donation of £1500 went towards two theatre groups that visited the school – Hobgoblin which came in at Christmas to perform Peter Pan, and the Orange Tree theatre which came in with a Shakespeare workshop.

In relation to future projects, the main one is the trim trail – a donation of £15K is sought from the PFA (the school will match this amount). Mr Dutton is still working with contractors as he is not yet happy with the design scheme or prices. The children, via the School Council, are working with Mr Dutton. Mr Dutton is hoping that the plans will be agreed by Christmas with work to start in the Easter holidays or the summer at the latest.

Mr Dutton also introduced another project he would like the PFA to consider – a request for a set of wireless speakers in the hall for use in Hymn Practice and for visiting presentations. The cost is likely to be in the region of £2000. Kate Gilbert to work with Mr Dutton in sourcing the best price for the speakers and there will be a vote at the next meeting.

Mr Dutton confirmed that the school would like the annual donations as per previous years. The meeting duly voted to give these annual donations.

6. Event calendar – please find set out below the list of events for the school year together with the assigned year group.

Comedy Night – Year 4
 Bags 2 School – Reception
 Family Quiz Night – Year 1 (Deer)
 Film Night – Year 1 (Owls)
 Book Fair – PFA committee
 Parents Film & Disco (80’s night) – Kate Gilbert & Chloe Walton; Year 5
 Easter Egg Hunt – Year 3
 Ice Cream Sales – Year 2

KS2 production – bar to be run by Nursery
 Pembroke Lodge Ball – Year 6

It was discussed that at the Pembroke Lodge Ball in 2015 there was a problem with the ticketing system which meant that a number of year 5 parents were unable to secure tickets. It is likely to be oversubscribed this year. There was a discussion as to whether it would be a good idea to run an alternative event on the same night for those unable to secure tickets for the Pembroke Lodge event, potentially another quiz night at the Canbury Arms or an event at the Wych Elm. Reps for years 5 and 6 to ask their classes for likely interest in the Pembroke Lodge Ball.

7. Christmas Fair – the stalls for the fair were allocated as follows:

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| Nursery | Hamper & door |
| Reception | Santa's grotto |
| Year 1 (Owl) | Kids craft (inc. biscuits) |
| Year 1 (Deer) | Secrets stall |
| Year 2 | Raffle & envelopes |
| Year 3 | Filled cups |
| Year 4 | Toys & bikes |
| Year 5 | Book stall & craft competition |
| Year 6 | Tea room |
| Year 6 | Hatch catering |
| Staff | Adult tombola |
| Year 6 kids | Chocolate tombola |
| Heather (church) | Xmas stall (including Christmas puddings etc) |

8. Any other business

It was noted that bake sales were held for specific charities and was asked whether individual classes could run a cake sale once a year to raise money specifically for the trim trail. Amy Castle-Young offered to start with a cake sale run by Year 1 (owls).

A scheme to donate specifically to the trim trail was discussed – this could take the approach of a “buy a brick or tile” scheme with recognition given to all of those who have donated. A donation of £25 was suggested.