

St Lukes' Parents and Friends Association ("PFA") Meeting

Minutes of a Meeting of the PFA held on Thursday, 17 January 2019 in the Music Room of St Luke's Church of England Primary School, Acre Road, Kingston upon Thames

Present: Kate Gilbert Chair (Year 3FW)
Susan Gledhill Joint Secretary (Year 3FW)
Kate Laramie Deputy Chair (Year 2)
Katherine Brewer Joint Secretary (Year 5)

Class Reps

TBC	Nursery
Helen Pullen	Reception
Charlotte Hardman	Year 1 – Giraffes
Cecilia Fellows	Year 1 – Giraffes
Debbie Ryan	Year 1 - Lions
Jiawei Zhou	Year 3FW
Tania Sutherland	Year 3FW
Katie Wood	Year 4

Apologies: Gemma Hale Nursery
Martina Rosa Year 1 – Lions
Wellin Gioh Year 1 - Lions
Thao Das Year 2
Jenny Olson Year 2
Sophie Tame Year 3D
Laura Eden Year 3D
Amy Castle Year 3FW
Rochelle Westrop Year 3FW
Susannah Acland Year 5
Shelley Knapper Year 5
Chloe Watson Year 6
Gareth Dutton Head Master of St Luke's School

Welcome

The Chair opened the Meeting and wished everyone a Happy New Year.

Minutes of the previous Meeting

Minutes of the previous Meeting held on 11 October 2018 were proposed for approval by Kate Gilbert and seconded by Charlotte Hardman.

Susan Gledhill had put together a separate action list from the Minutes derived from previous Meetings as it was felt that actions were not being executed. It was noted that the action regarding the Charity Commission was being resolved.

Admin including Inventory

PFA Drive – The Chair confirmed that she would share details with the class reps. **Action - KG**

It was explained that Susan Gledhill had started to put together a number of checklists specific to each PFA event which would be on the drive but class reps were asked to add additions or comments; the documents were intended to be living documents. It was noted that these checklists were intended to ensure that knowledge was not lost when the PFA Committee composition changed. The Chair pointed out that the requirements around events were evolving over time as well with the need for a first aider at each event going forward and also with the exiting of parents from Year 6, it was key that knowledge gained over many years of supporting the school was not lost. (ie Pembroke Lodge and Comedy Night). **Action – Class Reps**

Some notes are also required regarding Pembroke Lodge ball. Katherine Brewer to follow up.

Action - KB

Reminder that St Luke's is a Nut Free School

It was highlighted that there were a couple of incidents regarding nuts at the Christmas Fair so in future it was agreed that there would be no chocolates in the "cups".

Class reps were asked to relay the message to their classes that everyone needs to be extra vigilant regarding nuts. The Chair confirmed that there are seven children within the school who had a severe nut allergy so this was a very serious issue. **Action – Class Reps**

PFA Committee Composition Changes

The following salient points were noted:

- David Sewell had resigned as Treasurer; Donna Lee Townsend had agreed to take up the post of Treasurer but it would be good to have a second person to assist her.
- Kate Laramée would be standing down from the post of Deputy Chair at the May PFA Annual General Meeting ("AGM").
- Kate Gilbert was happy to remain as Chair for another year if no one else was willing to take on the role.
- Katherine Brewer was happy to stay on as Joint Secretary.
- (Susan Gledhill was in place as Joint Secretary until Summer 2020 as she was only appointed in May 2018.)

Class reps were asked to contact their classes to ask if anyone would be interested in assisting Donna Lee Townsend or taking up one of the other roles. It was explained that if anyone was interested in joining the Committee, they were asked to email the PFA as soon as possible and by April at the latest.

Action – Class Reps

Donna Lee Townsend will be elected officially as Treasurer at the next Meeting in May (which will be the AGM).

Update from Mr Dutton

In absentia, Mr Dutton thanked the PFA and it was confirmed that through its events the school had received £15,000 from the PFA Committee which was a great achievement. It was noted that the monies had gone towards a number of projects: improvements to the lower playground and new kitchen, willow domes and a new touchscreen computer in the Nursery class room.

Christmas Fair

The Chair thanked everyone for their help at the Christmas Fair. Around £4,500 was raised which was slightly lower than in previous years; this was due to not as much money being received in relation to estate agents for boards than in previous years.

KFH supported the fair and will do again for the summer fair but for less money than was received previously: £400 as compared with £900.

Upcoming events

Salient points were discussed with the relevant years:

- Family quiz – this event would be run by year 3D. There would be a bar and a first aider would be needed.

It was noted that the form for the family quiz needed to be changed from PFA to St Luke's Parents and Friends Association. Payment by cash was still acceptable. Although the school was cash free, the PFA was not but cash must be submitted in a sealed envelope.

Action – Class 3D

- KS1 Production, February 12th/13th – there was now an interval and Mr Dutton had requested a bar. It was noted that Reception would run the bar and it was suggested that drinks were pre-ordered as that made it much more straightforward and quicker in a short interval.

Action – Reception

- KS1 and KS2 disco, 2 March – The KS1 disco would be from 2 to 4pm and would be run by Year 1. The KS2 disco would be from 4.30 to 6.30 and would be run by Year 4. Year 1 to do the set up and Year 4 to tidy up.

Ratios change for KS1 and KS2 – It was pointed out that KS1 parents were responsible for each child. The ratio for KS2 needed to be checked with Mr Dutton. Children would not be allowed in the playground; adult helpers would be needed on each exit.

Action – Year 1 /4

- Nursery chicks - Nursery to organise a cake sale to raise money for the Spring chicks – this should probably be around March.

Action - Nursery

Treasurer's Report

In 2018 the PFA raised c.£16,000 which was an increase on the £14,800 raised in 2017. c. £15,000 had been distributed to the school leaving £7,000 currently in the bank account - some of this buffer would be needed for year 6 leaving party. The Chair stated that this was positive financial position.

Any Other Business

The school lottery was discussed. It was pointed out that the lottery was an easy way for the PFA to raise funds for the school. Class reps were asked to promote this to their classes. The link would be resent to the class reps for onward circulation.

Action – Class Reps / KG

The shopping link will also be circulated to class reps as well.

Action – Class Reps / KG

Class reps were also asked to send out an email regarding match funding to their classes. It was commented that other schools raised a lot of money through match funding, for example St Agatha's raised £4,500 for their summer fair.

Action – Class Reps

Stalls for the summer fair will be allocated in April.

Action – KG/SCG

Date of the Next Meeting

It was noted that the date of the next Meeting was scheduled for Thursday, 2 May 2019 at 8pm in the Music Room at St Luke's School and this would be the Annual General Meeting.

There being no further business to discuss, the Chair closed the Meeting.

CHAIR