

St Luke's Parents and Friends' Association ("PFA") Meeting

Minutes of a Meeting of the PFA held on Tuesday, 24 September 2019 in the Music Room of St Luke's Church of England Primary School, Acre Road, Kingston upon Thames

Present:	Susan Gledhill	Proposed Chair and Joint Secretary
	Katherine Brewer	Joint Secretary
	Laura Eden	Vice chair
	Gareth Dutton	Head Teacher of St Luke's School
	Wei Lin Goh (AKA Lin)	Proposed Joint Treasurer
	Donna-Lee Townsend	Proposed Joint Treasurer Year 4FW Rep

Class Reps

Rochelle Westropp	Reception and Year 4D
Lex Mannion	Year 1
Linda Dearnley	Year 1
Jenny Green	Year 2 – Willow
Julia Middleton	Year 2 – Willow
Alex Adams	Year 2 – Oak
Perveen Squibb	Year 2 – Oak
Kirsty Webley	Year 3
Sofia Von Wachenfeldt	Year 3
Sophie Tame	Year 4FW
Cecilia Hedburg	Year 4FW
Katie Wood	Year 5
Carole de Jong	Year 6

Apologies:

Apologies were received from Fiona Richards, Kath Griffiths and Nicky Gaylor.

It was pointed out that the Class reps for the Nursery classes were not appointed until October 2019.

Welcome

The proposed Chair opened the Meeting and confirmed that the minimum quorum requirements had been met. She welcomed all the Reps to the Meeting and thanked them for volunteering. It was noted that the roles and responsibilities expected of Class Reps had been circulated by email but should any individuals have any questions, they should feel free to raise these.

Minutes of the previous Meeting

The Minutes of the previous Meeting held on 2 May 2019 were proposed for approval by Susan Gledhill and seconded by Carole de Jong.

Actions derived from the previous Meetings

A separate action list from previous Meetings was presented and the following salient points were noted:

Action 11.05.18: Aviva Application: A volunteer was requested to take this forward and liaise with Mr Dutton. Lex Mannion and Alex Adams subsequently volunteered.

Action 11.05.18: Lin Goh was taking forward the technical aspects of gift aid. It has been confirmed that gift aid on donations including mufti days could be claimed back.

Action 11.10.18: Money Handling Policy: It was pointed out that floats (£50 x2) would be stored in the school safe which was located in the office. The Class Reps going forward would be responsible for counting the float following each event and placing back in school safe. Susan Gledhill would put together a list of what was in each float. The final amount following an event then need to be verified by one of the treasurers and then logged it into the safe book. Donna - Lee Townsend would then take the cash into the bank the following day. It was asked where the money should be counted following the fairs and it was concluded that one of the classrooms would be best. The money does not have to be counted by the Class Rep; someone else who had been volunteering could also be designated to count it.

Action: SCG

It was confirmed that the key to the school would always be with a PFA Committee Member.

Treasurer's Report

The proposed Treasurer presented the Treasurer report as at 31 July 2019 and the following salient points were noted:

- The School Lottery had now been outsourced to an external provider which worked very effectively;
- There was currently £5,031 in the Metro Bank Lottery account which was now distributable to the school.
- The Lottery Account currently held at Metro Bank would be closed

The Treasurer's Report was attached to these Minutes.

The proposed Chair thanked all those who assisted in raising these funds.

Update on Funding Requests

Mr Dutton presented his funding requests for consideration as follows:

- Touchscreens - These were installed over the summer. Half the cost is proposed to be met by the PFA, the other half will be paid by the school. The total cost was £17,007.34, therefore the request for the PFA is £8,503.67.
- Cameras – to replace existing cameras for the children to use. The request is for 15 cameras at a cost of £1,624.80.
- Lighting – a request for an additional 3 lights at a maximum cost of £1,930.00.
- Annual Donation – a request for £2,800 which covers the cost of Parentmail, KS2 Christmas disco, Christmas lunch and a sum to be used at the Headteacher's discretion but likely to be a theatre workshop or pantomime.

Total: £14,858.47.

The proposed Chair put the decision to the Meeting and this was seconded by Katie Wood.

IT WAS RESOLVED

THAT, the total amount of £14,858.47 be and is hereby approved for payment to the school for the academic year 2019 to 2020.

In addition, £700 was requested from Year 6 towards the leavers' gifts which will include yearbooks, hoodies and the leaving party.

Carole de Jong put the decision to the Meeting and this was seconded by Katherine Brewer.

It was raised whether a donation request was needed from year 1 for maths packs and stationery such as glue sticks. Mr Dutton said that this shouldn't need to be funded by the PFA. The school will provide these, especially lower down the school.

Review and Update of Fundraising Events

Date	Event	Responsibility (Suggestion only)	Comments
Autumn Term			
26.09.19	Quiz at the Wych Elm	PFA	Date booked with Wych Elm for 26 September 2019.
27.09.19	Start of fortnightly cake sale	Each class takes a turn	Rota circulated
Late Sep/Oct	Christmas Cards		Fiona Richards picking this up
24.10.19	Comedy Night	Year 5	Date booked with Eric. Year 5
Usually 22.11.19	Recycling Bags for School	Reception	Action: To agree date with the office and the recycling company.
7.12.19	Christmas Fair and Christmas Tree Sale	ALL	Action SCG: Allocation of Stalls
14.12.19	Sainsburys - Packing shopping bags Anne Gorman at Sainsburys to be contacted 2 weeks beforehand to firm up details. Telephone number – 020 8974 8854 – she on customer service desk.	Year 5 /6	Mr D – supportive Yr 5 /Yr 6 consulted – supportive PFA contacted Sainsburys – they are happy to accommodate 30 children - 14 December 2019 – 3 hours in the morning. (8/10 kids – 2 per till for one hour then the next 8/10 kids etc.) Children in St Lukes T shirts or school uniform and buckets to take – pack shopping in the run up to xmas. Supervision only required. Ratio 1 adult to 8 children required.

			Children to be advised on principles of packing – ie don't put cans of coke on top of eggs. Action: To save the date in Year 6 kids diaries and extend to Year 5 is spaces.
17.12.19	PFA Pantomime – Richmond Theatre	Kate Gilbert offered to pick this up	Mrs Mavale has secured 120 tickets at Richmond Theatre for that evening. Tickets sold at £23 – PFA only make £1 per ticket – its not a profit making event more a keeping a tradition and offering families the opportunity to go to the Theatre as tickets in this area usually £38. IT'S A LOVELY EVENT !! Action: Class reps to encourage classes to go. (52 tickets sold currently) Payment to theatre due 22 October. Action: Allocation of seats and sweetie bags for kids to be offered.
19.12.19	School Xmas Lunch	Volunteers required directly to office once requested.	Partly funded by PFA

Composition of the PFA Committee

The following salient points were noted:

- Kate Gilbert would be standing down from the post of Chair with effect from 1 September 2019 and Susan Gledhill had kindly volunteered to take on the role. It was resolved:

THAT, the resignation of Kate Gilbert as Chair be and is hereby accepted as at 1 September 2019 and the appointment of Susan Gledhill as Chair be and is hereby approved from 24 September 2019.

(Proposed by Laura Eden; Seconded by Katie Wood)

- It was noted that as a result of being appointed the Chair, Susan Gledhill would step down in her position as Joint Secretary with effect from today. The Chair stated that should anyone else wish to join Katherine Brewer in the role of Secretary, they would be most welcome.

THAT, the Resignation of Susan Gledhill as Joint Secretary be and is hereby accepted.

(Proposed by Laura Eden; Seconded by Katie Wood)

- The Committee noted the resignation of Sam King as the temporary Joint Treasurer and it was resolved:

THAT, Wei Lin Goh and Donna – Lee Townsend be and are hereby appointed to the role of Joint Treasurers, with effect from 24 September 2019, be and is hereby approved.

(Proposed by Susan Gledhill; Seconded by Laura Eden)

Matters for Approval

Given this was the Annual General Meeting of the PFA Committee, the Secretary pointed out that a number of matters required approval

THAT, based on the composition changes, any changes to the Trustees registered with the Charity Commission are processed. **Action SG**

THAT, the authorised signatory mandate with Metro Bank be updated to reflect the composition changes including the resignation of Kate Gilbert and the appointment of Wei Lin Goh and Donna-Lee Townsend as a signatories. **Action - SG**

(Proposed by Susan Gledhill; Seconded by Laura Eden)

Any Other Business

Matchfunding

The Chair explained that some companies offer matchfunding and asked if parents' companies did offer this could they look into it as it can be a very good and easy way to raise money for the PFA.

Action – ALL

School Lottery

There would be an announcement via Parentmail regarding the lottery and it was asked whether details of the lottery and/or the winners could be included in the weekly newsletter.

Cups

To reduce use of plastic, used jam jars at future school fairs will replace plastic cups. If any spare jam jars could be kept from now on for the Christmas fair that would be most helpful. **Action - ALL**

Tote Bags

These are now available to buy from the school office via Scopay. It was noted that there is also a scopay app.

Date of the Next Meeting

It was noted that the next PFA Meeting was scheduled for 14 January 2020 in the Music Room at St Luke's School.

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

CHAIR