

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

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Minutes of a Meeting of the PFA held on Thursday, 2 May 2019 in the Music Room of St Luke's Church of England Primary School, Acre Road, Kingston upon Thames

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**Present:** Kate Gilbert Chair (Year 3FW)  
Susan Gledhill Joint Secretary (Year 3FW)

### Class Reps

Steve Leonard Year 1 – Giraffes (Not a rep)  
Martina Rosa Year 1 – Lions  
Laura Eden Year 3D  
Katie Wood Year 4  
Shelley Knapper Year 5  
Gareth Dutton Head Teacher of St Luke's School

**Apologies:** Katherine Brewer Joint Secretary (Year 5)  
Kate Laramee Deputy Chair (Year 2)  
Helen Pullen Reception  
Gemma Hale Nursery  
Charlotte Hardman Year 1 – Giraffes  
Cecilia Fellows Year 1 – Giraffes  
Debbie Ryan Year 1 – Lions  
Wellin Gloh Year 1 - Lions  
Thao Das Year 2  
Jenny Olson Year 2  
Jiawei Zhou Year 3FW  
Tania Sutherland Year 3FW  
Sophie Tame Year 3D  
Amy Castle Year 3FW  
Rochelle Westrop Year 3FW  
Susannah Acland Year 5  
Chloe Watson Year 6

### Welcome

The Chair opened the Meeting and the low attendance of class reps was noted as disappointing. The Chair committed to reminding the class reps of their obligation to attend the Meetings or alternatively ask another parent from the class to attend in their stead. **Action - KG**

The Secretary confirmed that the minimum quorum requirements had been met and so the Meeting could continue.

### Minutes of the previous Meeting

Subject to amending, Mr Dutton's job title, the Minutes of the previous Meeting held on 19 January 2019 were proposed for approval by Kate Gilbert and seconded by Katie Wood.

## **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: Gift Aid: Kate Laramée had confirmed to the Secretary that Gift Aid could be claimed by the PFA on mufti days and donations made (following registration) but not on monies paid for goods sold at fairs etc. It was pointed out that once the PFA was registered, this role would sit with the Treasurer.

Action 11.05.18: Aviva Application: Kate Laramée had confirmed to the Secretary that this application was on her list of matters to progress and Mr Dutton requested that such an application be with him by 1 July 2019 in order that he could review said submission before it was entered in September 2019. In response to a question as to whether the application should focus on the white board replacement project, Mr Dutton concurred that this was the area of focus at the moment and he was keen to update the white boards in each class room.

## **Treasurer's Report**

In the absence of a Treasurer, the Chair explained that a formal Treasurer's report was not available, however she was in a position to confirm the revenues made during the Spring Term:

- KS1 Production Drinks and Snacks - £680.90
- Easter Egg Hunt - £399.40 (this was a great achievement as Dexters had sponsored the event.)
- KS1 Disco - £849
- KS2 Disco - £648

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

## **Update on Funding Requests**

Mr Dutton referred to the Minutes of the previous Meeting at which the funding provided by the PFA this academic year had been noted. He explained that his funding requests for the next academic year 2019 – 2020 would be presented at the PFA Meeting in October 2019.

## **Review and Update of Fundraising Events**

<b>Summer Term</b>	<b>Ice Cream Sales - weekly</b>	<b>ALL</b>	<b>Action: SG: Rota compiled and circulated.</b>
22.05.19	Pembroke Lodge Ball	Claire Davies	<b>Booked</b>
13.06.19	Wych Elm Quiz	Year 5	<b>Booked</b>
24.06.19	Art Competition	Class Reps	See comment below
28.06.19	Sports Day – Refreshments Tent	Class Reps	
06.07.19	Summer Fair	ALL	-
10.07.19	KS2 Production - Bar	Year 2	
12.07.19	KS2 Production – Bar	Year 2	
12.07.19	Recycling Bags for School	Year 3FW	<b>Booked</b>
19.07.19	Tuck Shop	KG/SG	

**Wych Elm Quiz** - Shelley Knapper asked for guidance on when the forms should be sent out in school bags and it was agreed that forms should be placed in bags by Friday, 10 May 2019 and Kate Gilbert would provide a template of the previous form used. **Action – SK/ KG**

**Sports Day** – Susan Gledhill agreed to source the items required for the refreshments tent but requested that all Class Reps attending the Sports Day help at various points throughout the day.

Mr Dutton reported that an Art Competition would be taking place on 16 June 2019 which parents could view on 24 June 2019 between 3.30pm and 6pm. He asked if the PFA would be willing to serve soft drinks and snacks whilst parents viewed the art. It was agreed that class reps would be asked to volunteer to support this initiative. **Action – Class Reps**

### **Summer Fair**

The stall allocation for the Summer Fair was circulated and a discussion ensued around the event:

- Shelly Knapper escalated a point of note from the Parents Council where it had been discussed that too many unhealthy snacks were on offer at the School Fairs. Following a detailed discussion, the Committee reiterated that healthy snacks were also available including fruit and water and that it was the responsibility of parents to educate their children on how to spend their pocket money on healthier options. The suggestion of stamping children's hands after purchasing an unhealthy snack was deemed to be too hard to administer. It was pointed out that full sugar soft drinks were on sale for a higher price than "diet" drinks in order to discourage purchasing of said drinks and to take account of the sugar tax imposed by the Government.
- A discussion ensued around prizes at school events (in some circumstances being sweets) and Steve Leonard suggested an "Experience Board" where instead of winning a sweet, children would win tokens and at the end of the fair they could trade their tokens for a school experience like "being the head teacher for the day or ringing the bell or wearing mufti for the day" etc. Susan Gledhill agreed to compile a list of appropriate experiences and send these to Mr Dutton for approval. Year 3D would then administer this aspect of the fair instead of the lollipop game which would be allocated to Year 2 together with the other games detailed on the allocation of stall list. **Action – SG**
- BBQ – Year 6 had been allocated this stall and Mr Dutton pointed out that training on the school ovens would need to take place in order for volunteers to cook the vegetarian food in the school ovens. **Action – Yr6**
- Following comments provided at the Meeting, the Chair agreed to re-circulate the allocation of stall list and accompanying guidance notes as soon as possible. **Action - KG**

### **Composition of the PFA Committee**

The following salient points were noted:

- David Sewell had resigned as Treasurer some months ago and whilst Donna-Lee Townsend (as noted in the previous Minutes) had initially volunteered to take on this role, her circumstances had changed and she was unable to fulfil this role and so the role remained open. Steve Leonard reported that he was not an accountant but was willing to assist in this role and he also explained that he engaged an accountancy firm to perform all accountancy work on his limited company and so he had requested confirmation from them as to whether they would be prepared to perform this role on behalf of the charity. He agreed to update the Committee Members as soon as he was aware of the outcome. **Action – SL**

- It was agreed to convene an additional Meeting during the Summer Term to appoint a new Treasurer. **Action – SG**

- Kate Laramee would be standing down from the post of Vice Chair and Laura Eden had kindly volunteered to take on the role. It was resolved:

THAT, the resignation of Kate Laramee as Vice Chair be and is hereby accepted and the appointment of Laura Eden as Vice Chair be and is hereby approved.

(Proposed by Kate Gilbert; Seconded by Katie Wood)

The Chair thanked Kate and Wayne Laramee for their assistance during the last two years.

- Kate Gilbert was happy to remain as Chair for another year and it was resolved:

THAT, Kate Gilbert be re-elected as the Chair of the PFA Committee with immediate effect.

(Proposed by Susan Gledhill; Seconded by Katie Wood)

- It was noted that Katherine Brewer was happy to stay on as Joint Secretary and it was resolved:

THAT, Katherine Brewer be re-elected as Joint Secretary of the PFA Committee with immediate effect.

(Proposed by Kate Gilbert; Seconded by Katie Wood)

- The Committee noted the resignation of Steve Mole as Joint Treasurer and it was resolved:

THAT, Steve Mole's resignation as Joint Treasurer, with effect from 19 February 2019, be and is hereby accepted and ratified.

(Proposed by Kate Gilbert; Seconded by Katie Wood)

### **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:

### **Annual Report & Accounts**

It was noted that in accordance with the Constitution, the Annual Report & Accounts had been subject to an independent review by Stuart Smedley, a qualified accountant. It was explained that Sam King had produced the original set for his review.

It was resolved:

THAT, the Annual Report and Accounts for the year ended 31 July 2018 be and are hereby approved and the Treasurer once appointed be authorised to use said Annual Report & Accounts to submit the Annual Return document to the Charities Commission. **Action TBC**

(Proposed by Kate Gilbert; Seconded by Susan Gledhill)

Based on the composition changes, it was resolved:

THAT, the Charities Commission be updated to reflect the composition changes including the appointment of Laura Eden as a Trustee. **Action - SG**

(Proposed by Kate Gilbert; Seconded by Susan Gledhill)

THAT, the authorised signatory mandate with Metro Bank be updated to reflect the composition changes including the appointment of Laura Eden as a signatory. **Action - SG**

(Proposed by Kate Gilbert; Seconded by Susan Gledhill)

### **Any Other Business**

#### **Consumption of Alcohol at PFA Events**

Following the KS1/2 Disco's, Mr Dutton had requested that prosecco no longer be served at events where children were present. This would include the Discos, the Family Quiz, the Art Competition, KS1 and KS2 Productions and the School Fairs. When asked to justify this decision, Mr Dutton had explained that a small group of parents had misused the opportunity at the KS1/2 Disco and he felt the school had a social responsibility to ensure children were not exposed to parents who misused alcohol on school premises.

A discussion ensued and the logic in relation to the non-serving of prosecco specifically was questioned given the alcohol content of white and red wine was higher than prosecco. It was also pointed out that the funds raised would decrease considerably should the serving of alcohol at such events be prohibited. The PFA suggested that the selling of bottles of wine and prosecco could be prohibited easily and the cost of prosecco could be increased to discourage over-consuming, however it was felt by the Committee that the whole parent population should not be punished given a small minority of parents had misused the opportunity at one event.

It was agreed that the matter would be taken off line and a meeting would be arranged between Mr Dutton and the Chair and Vice Chair to discuss further. The outcome of which would be communicated in due course to the rest of the Committee.

Following the outcome of said Meeting, it was noted that Committee Members would need to assess the need for alcohol license applications for the remaining events of the year. **Action - Members**

#### **Ice Cream Rota**

The rota was recirculated for information.

There was no other business to be discussed.

#### **Date of the Next Meeting**

It was noted that a further Meeting would be scheduled for later in the Summer Term and thereafter September 2019 in the Music Room at St Luke's School.

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

**CHAIR**