



**ST MARGARET CLITHEROW SCHOOL – PSFA MEETING MINUTES
2nd October 2020 - 10.00am (meeting held virtually)**

PRESENT: Ms C Puccio (CP)

Mrs Chiara Darrington (CD) – Chair

Mrs M Stewart (MS)

Mrs M Farr (MF) – Secretary

Mr Kebby Tongola (KT) – Treasurer

Mrs Katarzyna Horncastle (KH) – General Officer

Mrs Hayley Merry (HM) - Governor

Mrs Hayley Collins (HC) – General Officer

Apologies from Lisa Hart – General Officer

Item	Summary	Actions arising
1. Introduction from Chiara	CD said that a few things had come up. There was still some credit from the giving machine? KT asked if everyone had seen the amount in the account. CD asked if anyone had heard from the Co Op. CP said that she had received a phone call requesting a new photo. CD wondered if the application had been rejected.	
2. Disco Money	Disco money – The committee still had money from this. There was probably about £500. CD said she was not sure what to do about it. CP said there was an option of a donation to the school. This was preferable but a refund would	

<p>3. Christmas Cards</p> <p>4. Bags to School</p> <p>5. Recycling</p> <p>6. Christmas</p>	<p>have to be offered. HM said that it was reasonable to ask people for a donation.</p> <p>CD said that Christmas cards were due soon. These would have to be done at CD's house. The 9th October was suggested. CD said to KT that the money had to be banked once received.</p> <p>CD went on to discuss Bags to School – the collection would be on 16th. Parents needed to bring everything on 15th. KH referred to the time that the bags got wet. CP suggested putting them under the gazebo but KH said that had been done the last time but they still got wet. CD said that we would have to do our best.</p> <p>CD went on to discuss recycling. CD said that St Margaret's was a public drop off point. CD referred to the old bin at the gate which had been removed and asked whether we should withdraw from being a drop off point. A discussion followed about other sites and using another gate.</p> <p>CD returned to the issue of the bank balance and using money to fund building a footpath to the container. CP said it was £1000 to get the path done. It was on hold due to lockdown. CP said it was a lot of money and that perhaps it should remain on hold. The tree on the path was the problem. CD said she went to the container last week and that it had been cleared out. Everything was clean and tidy. The remaining produce was in date.</p> <p>CD moved on to discuss Christmas – CD asked about the charity commission and numbers. KT said he had called them. In terms of Covid, they were following government guidance. They were not much help. KT said that he had asked about filing returns and said that date had been extended. There had not been much activity. KT said that in money</p>	<p>Contact parents re donation of disco money</p>
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	<p>terms there was income of £2840. Exp were £442. The bulk of that had been insurance and supplies. It was not as much as in previous years. CD said she had bought a lot of glow items for the disco.</p> <p>CD asked if there was any possibility of an outdoor event for Christmas. CP said it was difficult. Y6 parents had wanted a picnic on the field in the summer and that had not been possible. CD suggested a Santa grotto during the school day. This could be done as a class bubble. CP said the only difficulty would be that it would have to be cleaned between each class attending. KH suggested doing it outside. There could be decorations etc. CP said that was a possibility. CP said that Santa would have to wear a visor. Helpers would wear gloves etc. MS said that helpers would have to be from the class.</p> <p>KH suggested that the children visit the grotto over a number of days to make it easier. It was suggested that Mr Moran might act as Santa. CP said that she might need to give him some money to do it. KT asked how much that would be. CP would find out his daily rate. CP said she was being very cautious about what could be done in school. CP said that plans could be made but she could not guarantee if it would go ahead. CD suggested an online event. CD said there were gameshows etc. CD asked if those present had received the email she sent this morning regarding a lottery.</p> <p>MF suggested a raffle for which tickets could be bought. KH said she could get a voucher from Ocado. CP said she did not think that we needed to pay for tickets and that a book could be used instead.</p> <p>CD said that was everything on her list.</p>	<p>CP to check Mr Moran's daily rate</p>
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	<p>HC asked whether an email could be sent out regarding prizes. Anything provided could be quarantined. CD said the committee needed to ask if people who worked for companies donated to charity. CD said that was it from her.</p> <p>CP said that she would arrange a new meeting date. After half term. Friday 13th Nov was suggested. 9.15am. CD said that an AGM was needed. This could be done in October but 28 days were needed after it was announced. 12th November 10.00am was decided upon. CP would send a zoom code and that could be attached to parentmail.</p> <p>The meeting finished at 10.00am</p>	<p>Email to be sent out re raffle prizes</p> <p>CD to set up zoom meetings</p>
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