



**Meeting name:**

St Margaret Clitherow PSFA meeting

**Date:**

26/01/2024

**Time:**

9:00

**Attendees:**

Miss Puccio	Daisy Traquino	Danielle Blackburn
Jasmine Carroll	Kebby Tongola (Treasurer)	Lauren Moore
Antonella Guerriero	Vicki Hanscombe (Secretary)	Andrea Nicholls
Sarah Yates (Chairperson)		

**Agenda:**

1. Introductions
2. Transfer to new committee
3. PSFA responsibilities, constitution & code of conduct
4. Dates agreed so far
5. Uniform Swap
6. Free competitions
7. Bingo & Quiz
8. Colour Run
9. Donut sale/ ice cream treat
10. Coffee morning & before events
11. PSFA own clothes days
12. Tea Towels
13. EGM- date will be needed
14. Social media and Google drive
15. Student parliament & event feedback
16. AOB

## 1. Introductions

All parties were present at meeting, no apologies needed.

## 2. Transfer to new PSFA

Bank accounts have been transferred; awaiting for the paperwork to be scanned over by the bank.

Sarah has access to the PSFA email now.

## 3. PSFA responsibilities, code of conduct

Not discussed- to be carried forward to next meeting.

## 4. Dates agreed

Bags2 school- parents delivering on 5<sup>th</sup> Feb; collection on 6<sup>th</sup> Feb from school, poster completed and email written by Vicki.

Leap year sale- Parentmail on 12<sup>th</sup> to ask for bakers/ donations. Reminder to be sent on 26<sup>th</sup> Feb.

Mother's Day- set up event like Christmas Market; set up in the library from 2pm on Thursday 7<sup>th</sup>. Pack has been completed. Parentmail to go out on 29<sup>th</sup> January.

Culture Day- 23<sup>rd</sup> May. Donation for £1, link with education and adapt with the school- links to the "who am I". Stalls run by Parents/ JHN students.

Father's Day- set up in the library from 2pm on Thursday 13<sup>th</sup>. Pack has been completed, Parentmail to go out- on the calendar.

Year three list for FHC- ideas for gifts; last year they did frames, personalised to each year group. Mass on Thursday 27<sup>th</sup> June- gifts to be given to school on Tuesday.

Summer Fair- 6<sup>th</sup> July. Once cleared out will be able to store stuff in the container.

### Actions-

Bags2 School email to go out today; Sarah to send to Mrs Streeter.

Mother's Day email to be sent to Mrs Streeter today for distribution on Monday.

## 5. Uniform swap

Friday 22<sup>nd</sup> March after school.

### Actions-

Jasmine to speak with Mrs Cooper. Posters to be created, proposal to be written.

## 6. Free competitions

Free competitions- Arts and Crafts, summer poem, low-costing events so that they aren't spending out money, e.g. collecting leaves and pine cones. Looking at a substantial gift and that certificates are given out during assembly.

### Actions-

Vicki to draft email for Parentmail and attach egg template.

Jasmine to create a poster.

Certificate template to be made.

Prizes to be discussed- 1x year group or group two classes together.

## 7. Bingo & Quiz nights

Bingo and Quiz nights- looking at the events to be outside of school, Sarah and Vicki to make general enquiries. Being mindful of what is in with the school.

Looking at a hall for ideas, parent wreath making, popcorn night (pjs, popcorn, if at the school can do on a Friday night instead of a disco). Would be better for staff if events are held outside of school as they do not need to be onsite then; Miss Puccio and Ms Coleman are the First Aiders and need to attend events as a result.

### Actions-

Sarah to draft an email.

Jasmine to contact Shephall centre.

Lauren to contact Football club and JHN

## 8. Colour Run

Last event of the year- Friday 18<sup>th</sup> July, needs to take place in the field. Looking at the health and safety, PSFA to provide plain white t-shirts, paint powder and glasses.

### Actions-

Sarah to research paint powder, glasses and t-shirts

Information to be discussed with teachers to ask for their engagement.

Jasmine to create posters and proposal pack.

## 9. Donut Sale/ Ice cream sale

Donut sale on a Friday after school. Fridays are fine to do things- pop an email to Miss Puccio and then can sell things after school, e.g. when the weather is hot.

### Actions-

Vicki to look at Friday date on calendar and email Miss Puccio

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Jasmine to create poster packs

Donuts/ ice creams to be purchased by PSFA and sold on both playgrounds for £1.

## 10. Coffee mornings & before events

Not discussed; however, it was mentioned about before Sports Day PSFA to sell coffee.

### Actions-

To be discussed at next meeting.

## 11. PSFA own clothes day

March not agreed due to Lent giving. BYOB Own clothes day 4<sup>th</sup> June- bottles to be stored in unit and in trolleys. Facebook and boards to have reminders. Whatsapps to be sent out on Monday as this is an inset day.

### Actions-

Vicki to amend calendar

Jasmine to update poster- can be a bottle of anything

PSFA committee to be available on that day to collect but also to store in unit straight away.

## 12. Tea Towels

Tea towels- Jasmine has found a really good price; 2025 is 60<sup>th</sup> Year- to link with this.

No actions at this time- to be carried forward into the year.

## 13. EGM

12<sup>th</sup> July straight from drop off for Kebby to step down. Parentmail to be sent out in June to provide notice (21/28 days- to check ParentKind constitution).

## 14. Social Media & Google drive

Looking at social media- Facebook for PSFA to advertise events, no parents can add anything onto the group and have to answer questions to get in. Miss Puccio asked whether it could be sent into her and then shared on Twitter; discussed that Facebook is more secure- Kebby advised that a robust discussion was had and Kebby has looked into the restriction going into the group; no photos of the children and only posters, reminders, showing how much we have sold. Can turn off commenting into the group. Miss Puccio and Ms Coleman run Twitter- secure group with no comments and Miss Puccio is agreeable- not a public group. Miss Puccio can give a class list so that admin can verify it; four questions, class, name of child, password.

Google drive not discussed.

### **Actions-**

Vicki to set up Facebook page with four questions agreed.

Admin members to be set up.

Facebook page to be advertised in a Parentmail.

Jasmine to set up a secure Google drive for storage of all proposals and posters.

## **15.School Parliament & event feedback**

PSFA email for event feedback- send out some forms from there. Open door policy- events to be discussed and ideas to be sent to PSFA. Student parliament to be invited to PSFA next meeting to gather their ideas for events (year 5 & 6 members).

### **Actions-**

Sarah to link with Miss Puccio for how to send out the feedback forms via the PSFA email.

Date for next PSFA meeting to be set.

## **16.AOB**

- February half term to clear out the container; organise it so there is a list. Miss Puccio to give the keys to Sarah so that we have access outside of teachers being there; no access to the school. Need a skip to get rid of things. Miss Puccio to give the padlock code so that PSFA are able to access the playground. Once gone through then can send out an email asking for donations; Kebby and Danielle to go through and do an inventory list. Then look at what insurance will be needed. Sarah is going to speak with Kenny about fixing the shed.
- October school disco- Friday 18<sup>th</sup> (Disco Factory), better on price and no deposit needed to be made. Want to look at dates for the following year for discos to keep price low but also to be able to set up a calendar. Discos on a Friday night are ok to do and leaving a week before half term. Sarah to look at other dates for 2025- one a term.
- Only two Fridays in December- one Friday daytime for a Christmas Market Sale and then a Friday evening for a Christmas Fair (events and games). Christmas Market made a really good profit and the kids were really enjoying this. School nativities haven't been set. 6<sup>th</sup> Christmas Market during school time, 13<sup>th</sup> Christmas Fair straight from school.
- Calendar/ PSFA newsletter to be linked to the termly newsletter; looking at the term with dates TBC. This can then be given to new parents in a "welcome pack".
- Advertising on the boards; keys are on the PSFA keys. Information can be shared in Whatsapp. All posters to be shared via Whatsapp. 3 admin users; set the parameters. Being mindful of the activities and what we are asking for- Lentern period not to ask the parents for money.
- 28<sup>th</sup> February all going to walk around the edge of the football pitch- PSFA to volunteer. Classes to do it individually. Design a flag at home- Jasmine to look at the sticks for each student, can be family flags, own design however they want. Links to eco/ go green. Email going out on 14<sup>th</sup> February (Ash Wednesday). Children have to

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raise money for CAFOD and Father Kaccuba.

- Masked singer/ talent show- children to enter and teachers to be the judges with a prize; to be for the summer term. To be within the school time.
- Start to think about events for 60<sup>th</sup> year- school will have events but PSFA to have a look.
- School trips- discussed JHN show (year six already go). Panto- look at one class going with one coach (PSFA to pay it all). Last day of school used to have panto coming into the school paid for by the PSFA- to liaise with JHN and Stagecoach about performances.
- Tesco blue chips; looking at EYFS playground upgrade- Sarah is currently doing the application.
- PSFA ideas for fundraising- school to think what they want updated and what we are raising funds for- Chromebooks, updating school library and looking at mural's. Decorating the lock up/ container- send a template to Miss Puccio about what needs to be painted. Author visit 8<sup>th</sup> March.
- Miss Puccio provided a pack for all PSFA committee- safeguarding update training 1<sup>st</sup> May.

### **Actions-**

Vicki to create PSFA poll for who can attend the walk around the Football pitch and send to Miss Puccio

Jasmine to look at flag ideas for the sponsored walk.

Vicki to update current calendar and look at Newsletter dates on a termly basis.

Sarah to complete Tesco blue chip application.

Jasmine to speak with Mrs Newham about school library.

Template for container decoration to be sent to Miss Puccio.

Sarah to research panto and coach costs.

Actions to be tracked for next meeting.

Date of next meeting not set- to be discussed with Miss Puccio.