

PSFA St Margaret Clitherow Primary School

• PSFA General Meeting		
26/06/2017	6:30pm	School
Meeting called by	Chair	
Type of meeting	General Meeting	
Facilitator	Alex Williams	
Note takers	Paul Williams	
Timekeeper	N/A	
Attendees	Miss Puccio, Mrs Stewart, Alex Williams, Paul Williams, Kebby Tongola Neil Ashman	

1. Apologies & Introduction	
	Alex
Mr White & Sally Curtis	

2. Agreement of Minutes of last meeting	
	Alex
All agreed.	

3. Review of items from last meeting			
	Alex		
Action items	Those Responsible	Deadline	
See Previous Minutes. All Actioned			

4. Treasurer's Report		
	Paul	
Account Balance £1950 in bank. Disco & Father's Day monies still to be counted. Good feedback from Father's Day and very busy. On track to donate £3-4k by end of term £150 donation to Year 6 to be done by 20 th July .		
Action items	Those Responsible	Deadline
None		

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5. Forthcoming Events

Alex

Holy Communion Mass – 29th June. Bags to be made up to include Mug, drink & haribo

Sports Days 5th & 7th July. Marquees to be erected on Tuesday 4th July at 3.30pm Parentmail to go out
Cakes to be purchased.
Parentmail to be sent for volunteers
Purchase 500 bottles of water.

Summer Fayre - Parentmails to be sent out
Raffle Tickets Flyers printed and to be handed out at weekend Masses.
Blackboards to be updated
Wine Hamper to be made up
Banner to be hung up on roadside
Gazebos to be checked Sat 1st July and repaired
Entertainment – Amelia & Gaby from JHN to be paid £100
Food – BBQ food to be purchased
Awaiting response from Allied Bakery
Cakes, Non-Alcohol beer, popcorn etc. to be purchased
Wholesalers to be visited for sweets

Bike Sale Not being taken forward

Action items	Those Responsible	Deadline
Holy Communion Bags to be made up.	Alex	28/06/2017
Send ParentMail about Marquee erection	Alex	03/07/2017
Sports Day cakes to be purchased	Alex	04/07/2017
Parentmail for volunteers at sports day	Alex	04/07/2017
Contact Specialist Cars re BMW at Sports Day	Alex	04/07/2017
Parentmails to be sent out for volunteers, Cakes etc	Alex	07/07/2017

6. Any Other Business

Alex

Marquee & Bouncy Castle Hire: Saturday 15th July. Paul to do

Gazebo Hire: Damage agreement form to be introduced by September due to 3 being damaged.

Year 6 Play: Capri Suns to be provided Tuesday 18th
Leavers Disco – Goodie Bags to be made up
£150 donation to be made

Autumn Disco to be booked: 6th October 2017 & 2nd February 2018

Bags for Mr White's Picnic discussed and contents agreed.

Actions	Who	Date
Design Gazebo Damage Agreement Form	Paul	01/09/2017
Year 6 Leavers drinks and bags to be made up	Alex	18/07/2017

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1. Date of Next Meeting		
	Alex	
; Date of next meeting discussed and agreed: Monday, 11 th September		
Action items	Those Responsible	Deadline
Parentmail to be sent out week before to advise Parents. Noticeboards also to be updated	Alex	05/09/2017