

## ST MARGARET CLITHEROW SCHOOL – PSFA MEETING MINUTES 18<sup>th</sup> September 2019 – 2.00pm

PRESENT: Ms C Puccio (CP)

Mrs Chiara Darrington (CD) - Chair

Mrs M Stewart (MS)

Mrs M Farr (MF) - Secretary

Mr Kebby Tongola (KT) – Treasurer

Ms Hayley Merry (HM) - Governor

Ms Katarzyna Horncastle (KH) - Committee member

Item	Summary	Actions arising
1. CD introduced the meeting.	CD said that an AGM needed to be called and 28 days' notice given. Parents should be invited also. Notification of the meeting would need to be sent out on parentmail. The 21 <sup>st</sup> October at 9.00am was decided upon. It was hoped that more parents might join the PSFA.	Notification of AGM to be sent out on Parentmail
2. Christmas Fayre.	The fayre was due to take place on 29 <sup>th</sup> November from 3.45-5.30pm. CD reminded those present of an issue last year with selling cakes separately, which had originally been sold in boxes. CD also said that a new Santa was required as the parent who had volunteered last year was unable to step in this year. Some new decorations including a Christmas tree would also be needed.	Preparations to be underway by November.

	CD asked about a non-uniform day and bring a bottle. This was diarised for 19 <sup>th</sup> November.	
3. Disco	Those present discussed whether a junior disco should be held, given issues with numbers at the last two events. The possibility of holding a separate event for the juniors was mooted, such as a movie night. CD raised the possibility of a license being required for that It was decided that a disco for the infants should take place on 18 <sup>th</sup> October, with a movie night scheduled for 8 <sup>th</sup> November from 5.30pm to 7.00pm. Regarding the movie night, HM suggested asking for a donation as opposed to asking for money in advance which might circumvent the requirement for a license.	Arrangements to be made for disso and movie night.
4. Christmas events	The nativity for the early years would take place on 6 <sup>th</sup> December. There would be no Y3 and Y4 play. The KS1 play would take place on 12 <sup>th</sup> December. In terms of costume hire, Ms Stewart suggested that the school do this internally as it would be easier.  CD asked about the Christmas dinner and whether drinks or haribo were required. CD wondered whether there were remaining stocks in the container.	Ms Stewart to organise costume hire.
5. Bags to School	CD said that this would take place on 8 <sup>th</sup> November with the bags being collected then. A discussion followed regarding the shed used for storage and that fact that it needed to be cleared out.	
6. Alcohol left over from summer fayre.	CD raised the issue of alcohol being left over from the summer Fayre and what might be done with it. There was a discussion about having another event. It was suggested that another date was put in the diary for February for a quiz night. Ms Stewart said that fish and chips had been provided one year which was successful. CD said that the leftover	Parents to be asked for their view regarding a quiz night.

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	wine could be sold. KH said that an issue with a quiz was the language barrier for some people. HM suggested that a bingo night might be better. CP said that there might be an issue with bingo due to the gambling aspect. It was decided that other parents should be asked for their views.	
	KT was asked to look at the issue of requiring a license for the sale of alcohol.	KT to arrange license to sell alcohol.
7. Other business	CD raised the issue of gas canisters in the school. One of the governors had completed a health and safety check and it was suspected that they might still have gas in them. They belonged to the PSFA. CD said that she would arrange for them to be collected.  CD also referred to the Co-Op and Tesco fundraising and said that the co-op was next up in April.  Next meeting to take place after the AGM.	CD to arrange for removal of gas canisters.

Meeting ended at 2.45pm