

St Margaret Clitherow - PSFA Committee Meeting

Date: 21.04.23

Time: 9.00am - 10.40am

Location: SMC Staff Room

Attendees

Chiara Darrington - Chair

Kebby Tongola - Treasurer (Virtual Attendee)

Antonella Guerriero - Committee Member

Andrea Nicholls - Committee Member

Jasmine Carroll - Committee Member

Miss Puccio - School PSFA Link & Member

Apologies

Hayley Collins

Hayley Merry

Previous Meeting

- Nothing to note or review from last meeting

Agenda Items

- Parent/Guardian Feedback
- School Disco
- Miscellaneous

Decisions

Parent/Guardian Email Feedback

- **Allergy food at events:** Taking all allergies into account will be extremely tricky with resources provided. Allergies are always discussed / considered - all food sold complies with Natasha's Law (baked goods provided by members of the school community are always asked to list ingredients used). Cold allergy options to be available in the cake / baked goods area. Where only one hot food option is provided unfortunately allergies will not be able to be taken into account - Parent/Guardians encouraged to bring own snacks if desired. This will be reviewed for the Summer Fair as multiple food options maybe on offer.
- **Christmas Fair Sweet Prizes:** Noted only 2 stools had sweet prizes. For further fairs every effort will be made to use a range of prizes, sweets, chocolate, small toys, books etc...
- **Meetings for Parents:** PSFA to utilise coffee mornings more in order to gain ideas and have open discussions with parents. Ideas to then be taken to the committee meetings. Afternoon meetings will be looked into to include working times, shift patterns. More advance notice of coffee mornings.
- **Newsletter:** PSFA to include a small section in the half-termly newsletter. Update on funds raised, events, thank yous. Treasurer to ensure amounts are given within a week to share with the school community.
- **Refreshments at events:** Hot drinks not to be served around students while under school care; draw on school resources - focus to be on students. Hot drinks at fairs to continue while child is under parent/guardian supervision. Sports day refreshments will be looked into.
- **Mothers/Fathers Day Sale:** Letters to be updated to be all inclusive.
- **JHN:** Emails are sent to invite them in to events. Timings can often be tricky with their own school events. SMC will continue to reach out.
- **Police/Fire Service:** Emails are sent to invite them in to show support at events. Often timings clash. SMC will continue to reach out.

- **Christmas Market:** Not all class rooms can be used due to students needing them, maintaining school property, protecting students learning space. Price of hot food reviewed - no issues seen. Raffle tickets legally have to have a date to match the draw date. Time slots for Santa to be trialled at 2023 grotto.
- **Rolling Donations:** Storage facility not up to rolling donations. PSFA to look at donations once a year after Christmas.
- **Social Media:** PSFA School Link / Member to look into social media element for PSFA. 'Shefford Lower School PSA' page is a good example.

School Disco

- **Lollipops:** Not to be sold H&S issue
- **Helpers:** Enough currently to run event
- **Glow Items:** Some in container - new order needed
- **Snacks:** Sweets & Crisps to sell

Miscellaneous

- **Summer Fair:** Set date
- **PSFA Meeting:** For further idea discussion - set date
- **Thanks:** To all who attended, positive meeting with great discussion points.

New Action Items

- Last PSFA committee meeting before summer select a date for the 'new school year' coffee morning for September (within 2-3 weeks of start of term)
- Set main events for the school year: PSFA meetings / coffee mornings
- Wording on Mothers / Fathers Day letters: look at and reword to be all inclusive
- Santas Grotto: Set time slots for bookings, re word booking letter (to look at in Oct/Nov)
- School Link/Member to review social platform for PSFA
- Chair to order glow up items for disco and sweets

To Review In Future

- Allergy food at events where possible
- Afternoon meeting for parents to attend
- Sports day refreshments a possibility?
- Layout of Christmas Fair - Market style ideas to reflect on

Next PSFA Committee Meeting: 05.05.2023

Start Time: 9:00am

Location: SMC Staff Room