

## St Margaret Clitherow - PSFA Committee Meeting

**Date:** 05.05.23

**Time:** 9.00am - 10.15am

**Location:** SMC Staff Room

### Attendees

Chiara Darrington - Chair

Kebby Tongola - Treasurer (Left early)

Antonella Guerriero - Committee Member (Joined later)

Andrea Nicholls - Committee Member

Jasmine Carroll - Committee Member

Miss Puccio - School PSFA Link & Member

### Apologies

Hayley Collins

Hayley Merry

### Previous Meeting

- Socials: Thoughts shared. Miss P to get link to have a look. Decision still to be made

### Agenda Items

- Summer Fair
- General Updates & Events

### Decisions

#### **Summer Fair**

- **Alcohol Licence:** All sorted for Fair.
- **BBQ:** Do we know anyone who can lend one to the school for the day?
- **Food:** BBQ - Sausages, burgers, veggie option, no fish and chips this year, other food (Filipino) a possibility need to check with specific parents
- **JHN:** Jasmine to speak to V.H about JHN link for music on summer fair day.
- **Raffle Tickets:** To be ordered.
- **Non Uniform Day:** Bring a bottle for adult tombola - FRIDAY 26th MAY
- **External Companies for stools:** Not sure for the summer fair, maybe for the Christmas Market.
- **Pony Ride:** Will speak to providers and see what space they need and how it would work for our School.
- **Letter for Donations:** Tweaked and ready to hand out for donations. Put in chat locations gone to get donations so no double ups happen.
- **IceCream Man:** Pay for plot or take a % of takings.
- **Face Painting:** More on the stool very popular
- **Floor is Lava:** Making use of play equipment - look for red flooring to over the ground
- **Children's Tombola:** Not this year - Keep for Christmas fair.
- **Craft Stool:** Yes - good little extra - use bits from past fairs.
- **Gazebos:** Check all ok and clean. Put up to ensure working order. Need a day to do as a team.
- **Football:** Look for netting that goes over goal so goalie not needed.
- **St Johns Ambulance:** Pay them to come? First aid for the day... have a stool?
- **Bar:** Same as last year - added slush puppy area? Look into for pricing
- **Games:** Same as last year :) (Coconut Shy, Hook a Duck, Archery, Football)
- **Toilet Toss:** Poo slim prices - kids will love it.

### **General Updates & Events**

- **Insurances:** All up to date and emailed to PSFA email (covered against accidents)
- **Bouncy Castle Inspection:** Due within the next few weeks (June)
- **Bags4School:** Not great money, seems to have gone up a little - aim to do once or twice a year.
- **Fathers Day:** Sale on Friday 16th June 2023 - set up the night before - Year 5 first before their trip.
- **Holy Communion Gifts:** Nearly completed and ready to go.
- **Sports Day:** Drinks stool for parents - pump drinks holders - no cables
- **Krispy Kreme:** Pop up donut stall - after school on sports day (June 23rd) £1.00 a donut. Collection of donuts from Luton Depot. 16 boxes.
- **Year Six:** £150.00 agreed to pay to Year 6 from PSFA.
- **Ice Lolly Sale:** To book in for July
- **Disco Feedback:** Parents liked the amount feedback
- **Wiggly Path:** Email in drafts Miss P to finalise.
- **Free Activities:** Autumn Poem Competition / Easter Drawing Competition - Prizes brought my PSFA, free for the students to enter. To look at for new school year
- **£4000:** Poster for PSFA giving the school £4000.00
- **PSFA Meeting:** 14th July 2023 - Final before Summer
- **Thanks:** To all who attended.

### **New Action Items**

- Jasmine to send link to Miss P for socials
- Arrange Bag2School before end of year
- Buy Fathers Day gifts / Father Day letter
- Chiara - Communion frames and images
- Miss P speak to SFC about donations / goal?
- Bring a bottle non uniform day poster

### **To Review In Future (From previous meeting points)**

- 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
- 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)

**Next PSFA Committee Meeting:** 14.07.2023

**Start Time:** 9:00am

**Location:** SMC Staff Room