

Roberttown CE (VC) J & I School PFA
25th January 2023
Minutes

- Welcome & Apologies
 - Attending: AW, AP, GJ, LW
 - Apologies: PC
- Minutes of last meeting and matters arising
 - Internet Banking – AW has form but GJ and PC need to be signatories first.
 - Cheques - PC & AP as two more signatories for cheques, after got internet banking sorted
 - Easyfundraising - direct into account - AW has sent request
 - Cheque to write for school – Used the cheque that was signed for DJ, another one being done on the 31st January. JM agreed with the amount
 - Easyfundraising posters in Parent Noticeboards. – going in ASAP
 - Pop up table - agree can use the pop up/table top board when doing events for posters etc.
 - PFA cupboard – still needs to be sorted.
- Treasurer's Report
 - Small lottery licence & declaration – Done
 - Need to do Returns ref Christmas Raffle - **AP to do returns form (£564)**
 - Last year's academic account's from LCC – SG agreed to audit. **AW to chase**
 - Treasurer's report. – **Bank float at school. Approx £1400 in bank account (minus DJ £180). Total raised to date this academic year £1400 approx. Parent Pay money from school. Check to school for £1147**
- Review of recent PFA events
 - Tuck shop, 16th Dec- Poster at R.Readers & direction posters for Rec/KS1 = £20.62 profit (with stock left)
 - Christmas Raffle - Poster at R.Readers/Non uniform = £564.00. Thank you to parents for their contributions and purchasing tickets. Thanks to PFA for organising raffle.
 - New Year Disco, 13th Jan – New format / new DJ = 197 tickets sold. Positive response to new organisation. Ideas for next Disco - Rec/SEN arrive 10 minutes earlier /different entrances.
 - Easy fundraising – Posters at R.Readers, In the last 30 days the cause has raised **£33.82** and recruited no new supporters. In total **£410.83** with 59 supporters. Thank you.
 - Reminder that Risk assessments to be done for events.
- Planning of future events **Jan - July**
 - Easy Fundraising – New poster, keep promoting, use cages. Booking holidays/ weekly online shopping e.g Aldi. **AP to sort**
 - Tuck shop (last Friday of half term) Fri 10th Feb – poster (AP)/stock (GJ)
 - Easter Raffle – Draw 29th March, sell w/c 13th March.
 - Mother's Day, 19th March, selling 6th March with Befrienders at lunch time 12.30. **Looking at items now AP.**

- Event night - picture quiz/race night/or other type of event April/May – **AW to speak to DJ**
 - Colour run. ? To do jointly with school and Mrs Bordman? June/July?
To discuss at a later meeting
 - Summer Disco – **Booked DJ 23rd June To discuss at a later meeting**
 - Father's Day, 18th June, selling w/c 12th June with Befrienders at lunch times. **To discuss at a later meeting**
 - Summer Raffle, Draw 19th July, selling 5th July, - local Business?
To discuss at a later meeting
 - Clothes for cash / Uniform sales – parents evening. 22nd Feb/2nd March? **AW to arrange bags etc.**
 - Hand-print coasters?
 - Recipe book
 - Community coffee morning
- Any Other Business - **Instagram for PFA? – Discuss at a later meeting**
 - Date of next meeting – 22nd or 29th March 2023 (TBC)