

**Roberttown CE (VC) J & I School PFA**  
**21<sup>st</sup> September 2022**  
**MINUTES**

- Attending: AW, SM, GJ, LL-C, AP, PC
- Apologies: LW, CS
  
- Resignation /Election of committee for 2022/2023
  - LL-C resigns as treasurer and is sincerely thanked for her time and support over the past 7 years.
  - Chair: AW re-elected. Nominated by SM and seconded by AP.
  - Secretary: AP re-elected. Nominated by AW and seconded P. AP also elected as Vice-Chair (nominated and seconded as previous)
  - Treasurer: GJ and PC elected as joint-treasurers. Nominated by AP and seconded by AW.
  
- Minutes of last meeting and matters arising
  - Internet Banking - **AW** to sort. **LL-C** to see if she can collect forms when visiting bank to pay in money.
  - PC, AP or GJ to act as two more signatories on cheques - Forms to be collected from Bank (**LL-C**)
  - Easyfundraising direct into account - AW to send a scanned copy of letter requesting change of name on account and how money is paid out on school headed paper to Easyfundraising.
  
- Treasurer's Report
  - Summary/review of 2021-22 – Thank you to LL-C for detailed report (attached). Suggested amount for total donation for this year £2300. Leaving £300 (approx.) in bank and £500 (approx.) cash for floats. To be confirmed by school what money will be spent on and reported back to parents.
  - Need Small lottery licence & declaration to be done which requires two signatures – To be done at the start of each academic year. **AW** to get the form and signatures to follow (AP/PC offered to be signatories)
  
- Review of recent events
  - *Father's Day* - Went well, positive response. Still some stock left to sell. We will consider adjusting the gifts. Paper bags worked well. Thank you to all involved on the PFA and in school.
  - *Treasure Hunt* - Positive response, enjoyed by the families who attended. Thanks to SM for setting this up.
  - *Uniform Exchange* – Logoed uniform to be sold at other events, price per item to be confirmed. All items being sold have been donated or been in school unclaimed for an extended period of time.
  - *Summer Disco* – Lots of volunteers – thank you. Children enjoyed it and liked the tattoos and lucky dip. Children happy with food choices so will continue this for next time.

- *Ice-lolly sales* – This was successful, partly in thanks to the weather! Thanks go again to the PFA for running the events and to the families for supporting it.
- *Summer Raffle/Lottery* – did not hold event,
- *Easyfundraising* – Bookmarks were distributed to pupils at the end of term & small fliers were handed out at Open Evening with the school link  
[https://www.easyfundraising.org.uk/causes/roberttownpri/?utm\\_campaign=raise-more&utm\\_medium=clipboard&utm\\_content=rm-cpl](https://www.easyfundraising.org.uk/causes/roberttownpri/?utm_campaign=raise-more&utm_medium=clipboard&utm_content=rm-cpl)  
 We are hoping this will lead to more supporters. 53 supports in total, raising in total £286.30.

- **Planning of future events**

- *Easyfundraising* - New poster to be made, now donation reminder on iPhone/iPad, presentation to reception parents was last week. Refer a friend link to be e-mailed out. A reminder will be sent out just before October half term and will continue to be advertised in classroom windows and on notice boards.
- *Ipod / Ipad cushions* – We have had these for a while and we will sell them at an event e.g. Christmas fair.
- *Event for parents to attend* – Event suggested is ‘Bingo’. **Proposed date of 11<sup>th</sup> November but this is TBC.**
- *Hand Print Coaster* – To be done is Spring, perhaps in conjunction with mother’s day?
- *Christmas Raffle* – Hope to carry this out again this year with requests for donations.
- *New Year Disco* – **January Date TBC**, then we will book DJ who will provide music and games.
- *Donate a gift* – This will be in January with a non-uniform day.
- *Mother’s Day stall* – March. Carried out as we have done previously with similar gifts
- *Easter Raffles, Easter egg/bunny* – April
- *Father’s Day Stall* – June. With a slight adjustment to gifts as discussed above.
- *Summer Disco* - **Date TBC** then we’ll book DJ who will provide music and games.
- *Summer Raffle* – To be decided in connection with school summer fair.
- *Clothes for cash* – potentially connected to parent’s evening. Will look into getting the bags for this
- *Ice-lolly / Sweet /Cake Friday* – After school ‘tuck-shop’ style sale Friday before each half term – **starting 21<sup>st</sup> October 2022**. Could do more dates going forward if we can get more volunteers.
- *Other events/idea to raise money:*  
 Colour Run - summer event,  
 Magician – spring event

- *Any Other Business*

- Many thanks to the PFA for organising the events and thanks to the parents, friends and carers for their support over the year.

- *Date of next meeting*

- **Wednesday 23<sup>rd</sup> November 2022 @ 7pm at The Star**. This will be a shorter meeting to sort next events