**Alsager Highfields PFA**

**Minutes of meeting held on Thursday 26th September 2019**

Present: Carlie Wright, Aimee Standing, Winnie Rayner, Sarah Simpkin, Phil Whiston, Sally Richardson, Clive Young, Amy Byron, Jane Walker, Catherine Winders.

1. **Welcome**

CW welcomed everyone to the meeting

1. **Election of Secretary**

Sarah Simpkin was nominated as secretary by CW, seconded by AS, unanimously voted in.

1. **Objectives of the year**

CW stated that one of the aims of the PFA this year was to focus on inclusivity. We will be repeating events that have been successful in the past while trying new events.

With inclusivity in mind, it was suggested that there be a change in the donations for non-uniform days. As well as the option to donate £1 to PFA funds, there will also be the option of donating sweets or chocolate instead that can then be used at events/discos. The hope is that more people will donate. Concern was expressed that there would be an impact on income, but the general agreement was that we can trial it this half term and see how it goes.

*Question: Who will be responsible for collecting in all the donations?*

*AS to collect from teachers during the morning.*

Another objective for this year was to change to online banking. Progress has already been made. The new account has been opened. There will be a debit card with the account that can be used for purchases. WR will be setting up an ebay account, amazon account etc.

1. **Constitutional updates**

The following changes/updates to the constitution were discussed and voted upon

* Quorum – number of people needed for a vote, which currently stands at 12. Due to a drop in the numbers of people attending the meeting it was suggested that this be dropped to 8. Members voted unanimously in favour of the change.
* Maximum spend on an event before the need for the vote. Members voted unanimously to set this at £300.
* It was discussed that although the wider family are members of the PFA that this is not made clear. Parent Mail to be sent out and web page to be updated to make this clearer.
* As it is not good practice to hold large amounts of funds at home it was decided that a limit of £150 to be set for cash flow. Proceeds from events are to be banked within 3 working days.
1. **Discos**

There was a lengthy discussion about whether parents should be allowed to stay at discos with their children and how refreshments would provided. The outcome of these discussions was as follows:

* Due to safety concerns and for the comfort of the children it was decided that parents would not stay on the premises. If parents really want to stay they are welcome to volunteer and help with the disco.
* The junior disco would run the same as it has previously. £1.50 entry. £2 maximum for them to use at the tuck shop.
* Key stage 1 disco would be changed slightly. Parents will come in through double doors with children. £1.50 entry. £1 for a tuck bag (any allergies to be written on the bag). Parents to then leave out the reception door and children to go down the corridor to the hall. Tuck to be in courtyard where children can then queue to fill their bags.
* CY to try to source bags.
1. **Reception class funding request**

The reception class has requested £74.36 for 12 PVC long sleeve aprons and 6 waterproof tabards for water play and mud kitchen. The request was approved.

1. **Other funding**

Alcohol licence. £20 per event. This will be covered in the £300 already agreed for events.

1. **Thank you**

The PFA would like our thanks to be noted to Emma Masser’s neighbour for the kind donation of the popcorn at the end of last year.

1. **Easy Fundraising**

It was discussed that Easy Fundraising needs to be better published to parents.CW/ PW to send out Parent Mail.

1. **Accounts**

CW presented the accounts for last year. In summary the balance brought forward was £4703.80. Total amount raised £4582.70. Contributions totalled £6620.97. Balance after contributions and expenses £2545.53.

1. **AOB**

None

Dates for calendar:

* Thursday 17 October – Halloween Disco
* Friday 25 October – Non-uniform Day
* Thursday 7 November – PFA meeting to prepare for Christmas Fair (6pm)
* Monday 11 November – Open meeting for volunteers for the Christmas Fair
* Sunday 24 November – Christmas light switch on (chocolate tombola stall)
* Friday 6 December – Christmas Fair
* Wednesday 11 December – Christmas Disco
* Thursday 12 December – Gin Night at the Honey Pot
* Friday 20 December – Non-uniform Day
* Thursday 30 January – PFA meeting (6:30pm)

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| 1. | Parent Mail reference donations for non-uniform day | PW |
| 2. | Collections of donations 25 October | AS |
| 3. | Setting up accounts with ebay, amazon etc | WR |
| 4. | Completing set up of new account and transferring balance | CW/PW/WR |
| 5. | Update Constitution with changes | CW |
| 6. | Poster for Disco | AS |
| 7. | Source bags for Discos | CY |
| 8. | Parent Mail ref Easy Fundraising | PW/CW |
| 9. | Confirm DJ available for 11 December | CW |