



Parents, Staff & Friends Association

St Anne's Church of England Primary School
London Road, Godmanchester, Cambridgeshire, PE29 2WW

Minutes of meeting held on Tuesday, 4th November 2014

Present	Claire Richardson	Paula D'Agnello	Alison Roberts
	Soe Da Costa	Sally Jordan	Bob Hurd
	Nikki Simpson	Yoko Busk	Helen Riley
	Peter Downhill		

1. **Apologies for Absence** - Karn Richmond & Michael Dovey

2. **Voting in of new 2014/2015 Committee**

Helen Riley - voted in by SD and seconded by AR

Peter Downhill - voted in by PD'A and seconded by SJ then voted in as Treasurer by SD and seconded in by AR.

Vice Treasurer - vacant

New Committee members will be emailed with required information to complete a Barred list check -
Action- PD/HR/PD'A

Andrew Payne & SD will get together with PD to do a hand over of accounts. Meeting arranged 11th November 2014. **Action - SD/PD & Andrew Payne**

3. **Minutes of Previous Meeting & Matters Arising**

CR ran through all the action points from the last meeting, some of which are still ongoing.

4. **Treasurer's Report**

Total raised from cake, uniform & film night - £374.50

Approx. £80 on refreshments.

5. **Staff Representative's & Parent/Governor's Report**

NS asked if the Just Giving can be set up as a standing order? KR to look into. **Action - KR**

NS asked if we could gain a skill list from parents in school - this would assist with things like Science week, careers day, talk to a professional (teacher, nurse ...) etc... NS to speak with PD'A on how to word this. **Action - NS/PD'A**

6. Review of Recent Events

Cake & Uniform Sale Friday, 17th October (CM/SJ/SD)

The cake and uniform sales were held outside which is much better and we sold a lot more items. Left over cakes were used in snack packs at the film night - so there was no wastage. Would like more helpers next time as 3 volunteers weren't enough for both stalls.

Film Night, 17th October (PD/SJ/AR/KR/BH) - NS to 1st Aid & BH to lock up 'Mr Peabody & Sherman' Excellent turn out 119 attended.

AR/SD will draw up a list of volunteers that can help at events but don't want to commit to the committee full time. **Action - AR/SD**

7. Forthcoming Events - Booked

Adult Quiz Night - Friday, 14th November @ 8pm

Tickets are now with school office ready for selling £2. pp 6 to a team. Can buy on the door but at £2.50 pp. Sally has done the poster - this will go onto GMC living and our PSFA facebook page as well as a parentmail. AR to email PD'A with quiz to be printed off. AR will organise a sweets for guess the number of sweets. SJ will let AR know what she has left over in her garage which can be used for the sweetie jar. NS will look for the Excel score sheet from last year and amend ready for this year. As we had a positive amount of prizes - we will hold a raffle. Head 'n' tails game. CR to check the raffle books in the cupboard. PD'A/SJ to be score keepers. AR/BH to compare.. **Action - NS/SJ/AR/CR/PD'A**

Bags2School - Friday, 14th November (SJ/KR/CR/PD'A)

Bags have gone out.. FYI - the price per kilo has dropped from 50p to 40p per kilo. Do we look at alternative companies? **Action - discuss at the next meeting.**

School Disco- Friday, 12th December PD'A 1st Aid. BH to lock up.

KS1 - SJ/YB/PD'A/CR/SD

KS2 - SJ/YB/CR/PD'A/HR/BH/KR

Increasing the entrance fee to £2.00 pp. Glowsticks are in SJ's garage, sell for 50p but do not purchase any more. Booker run AR/BH. BH to lock up. NS to request staging to be dismantled before the disco. Set up for disco at 3.30pm. Andrew Jordan to do poster. Sell raffle tickets for hampers. **Action - ALL above**

KS1 Christmas Productions - 9th & 11th December

9th - BH/AR/KR (AR to bring milk)

11th - SD/SJ/PD'A (SD to bring milk)

Sell raffle tickets for hampers and serve refreshments

Christmas Hamper & Carol Service - Wednesday, 17th December (SJ/HR/CR/AR/YB/PD'A)

To serve hot chocolate, mulled wine, squash and mince pies.

BH to check that the hall is free and from what time - BH

Parentmail for mince pie and mulled wine donations. - PD'A

CR to purchase milk & marshmallows for hot chocolate and additional mince pies/mulled wine if we need them. Items to bring - large saucepans, tea towels, anti-bac wipes, bin bags etc... SJ/PD'A /SD

to bring the hampers from school to church hall. MD to supply prize to be auctioned. Raffle tickets

be sold in church foyer before service and then later in the hall. **Action - All above**

7. Forthcoming Events - ideas

Cookery Book - aiming for Mother's Day 2015

Andrew Jordan happy to do this. Ask for general recipes. CR to organise parentmail. **Action - CR**

Santa's Little Helpers - The Round Table - December

PD'A has spoken to Mark Reuter about helping with the collections again this year - possible dates

are 15th, 16th & 19th December. If anyone can do these dates please let PD'A know. **Action - ALL**

8. Any Other Business

Storage

It was agreed that we need our own dedicated storage. KR will look into prices for a full sized wooden shed. PD'A will speak to NS to ask Mr Shepherd for suggestions on where they can have this

erected. **Action - KR/PD'A/NS - update at meeting in the New Year.**

Van Cols Ltd

Committee have asked NS to ask school if there is any chance that an alternative company can replace Van Cols. Cheeky Monkeys were suggested. We have bought this up for the past 2 years and would like a general consensus from parents/carers on their thoughts on Van Cols especially if school

do not get anything from them in return for their business. **Action - NS**

School wish list for next fundraising

We are interested in backing the wildlife area and possibly the bike rack. **Action - KR/ALL**

Fundraising ideas

Just Giving & Easyfundraising

Andrew Jordan has designed new cards advertising Just Giving & Easyfundraising - these will go out to every family and used at all events. **Action - ALL**

Mr Shepherd has agreed to add this to Newsletters and diary dates where possible.

www.easyfundraising.org.uk/causes/stannes/godmanchester

Any other business

Jezo- PD'A will check if Andrew will pass this over to PD. PD will check with Jezo on available dates for next year - as we need to book the July and December disco.

Since the meeting we have had an email from PD informing us that Jezo is increasing his rates from

next year as follows -

KS1 & KS2 disco will be £185

1/2 hour of magic for KS1 is an additional £50.

We also have a Reception party - which I'm sure we usually get charged £150 - but this may increase to £170. We will then have to look into increasing the amount we charge per child and maybe ask for a contribution from the class budget?

Personally I think we should book the disco for next Summer - say 17th July (Josh is pretty good) - cut the magic and maybe find someone else to do the Christmas discos. This needs sorting at the meeting in the New Year - thanks PD'A

9. Date & Venue of Next Meeting - Friday, 19th December in The Exhibition after Santa's lil' helpers collections

Class Assemblies Refreshment Rota

Class 4	Soe/Claire/Karn - Friday, 14th November
Class 6	Jo Edwards & Clare Reuter
Class 5	Yoko - Friday, 7th November
Class 3G	Sally
Class 3P	Paula /Phillipa Duggins
Class 2	Michael/Alison/Christine Maynard
Class 1	Yoko/Soe
Reception	Alison

It would be more suitable to find a class representative who will assist a PSFA member from their own child's class. If you are on the rota please ensure to bring milk - check with the person whom you are rotated with. Please also check we have enough tea/coffee/sugar & biscuits and purchase if necessary. Cups are donated to us from Solo - either let PD'A or SJ if we are running low (these are stored in the shed). Combination is XXX