

# **St. Joseph's In The Park Parents' Fellowship**

## **Annual General Meeting**

**On Friday 17<sup>th</sup> January 2020**

### **MINUTES**

Attendees Tish McDermott (Chair), Hayley Withers (Treasurer), Angela Wylie (Deputy Chair), Sam Burton (Secretary), Douglas Brown, Jenny Hill, Joanne Paulick, Kate Ruddick, Alan Smith, Sam Steward, Kate Trayler.

Apologies Emma Anstock, Julia Cordes, Olivia Edmondson, Victoria Groves, Janine Harris, Jo Harvey, Helen Helliwell, Nicola Affonso, Karen McNaughton, Mia Nardelli, Andrea Turner, Sue White.

#### **1. Welcome & Apologies**

Welcome to all from TM.

#### **2. Previous Minutes**

Signed off by TM & SB

#### **3. Financials to Date**

HW talked through the financials for the last year ending 31<sup>st</sup> August 2019. £11,500 profit was made, with the top earner being the Thrift Shop, followed by the Summer Party and the Fireworks night. The raffle that took place at the end of the year was also successful earning £900 and only included a few prizes, the main one being the parking space.

HW stated that the PFA distributed £13,000 to the school last year, which came from the profit from last year, as well as from the year before. This money was mainly spent on the sound proofing in the dining room and the playground redevelopment, as well as new netball posts, marquee, and microphones. £1,200 was also donated to two charities. HW reminded the Chair that some charities need to be nominated for this year.

HW stated that in this financial year to date we have already raised £6,200. A large part of this, £2,500, was achieved by Fireworks Night. This was surprising as 118 less people attended compared to last year, but £750 more was raised. Other activities that have been successful so far have included the box at Ascot that was donated by MW's Dad and which raised £1,200, the thrift shop has already raised

£1,100, the Christmas craft was particularly successful this year raising £660 and the tuck shop has raised £252, which is mainly thanks to all the sweets being donated by JP.

DB thanked the PFA for its contributions to the school. The sound boarding in the dining room has been made a huge improvement, as has the wooden play equipment in the early years playground.

#### **4. Proposed Spend**

TM reported that HW, AW and SB had met with the head before Christmas to discuss potential projects that the PFA could fundraise for. DB stated that one such project would be to refurbish the school hall. The hall is looking very tired and is always cold. Karen Tidiman will investigate the costs of this project. As well as updating the insulation, replacing the curtains and improving the current fan heaters which are not fit for purpose, the aim would be to convert the current stage area into a drama studio, fit retractable tiered seating, install adult toilets to be used by parents and for functions and create a box office area. This type of refurbishment would serve a dual purpose, making it more useable for the school as well as the possibility of hiring out the space to drama groups and the like. DB stated that Sandringham School's Sandpit Theatre is a good example of how a standalone theatre space, within a school setting, could be used. TM stated that fundraising for the school hall would be a longer term initiative and ideally the project would be staged so that the school community could see the improvements as and when enough money is raised to make them.

**Action: DB to ask Karen Tidiman to investigate costs**

#### **5. PFA Community**

TM explained that she thought it was important for the PFA to look at ways to bring the school community together. One idea was to form a parent orchestra for anyone who plays or used to play a musical instrument. Another possibility would be to bring together a choir for parents that would run in between the Christmas Carol Service and Mini Glyndebourne. This would hopefully feed into Miss Matosevic's parent/teacher choir which would take precedence.

Also, for those that aren't interested in anything musical, the PFA will trial a regular social event to try and get people together. MW suggested a Book Club and agreed that she would gauge interest from Year 3 & 4 parents initially. KR suggested the idea of parents taking their children to the pub in the village for tea every now and then. KR & TM agreed to investigate with the pub if this would be viable and to see if the function room could be made available.

**Action: MW, KR & TM**

The PFA needs to encourage more new parents to get involved and it was agreed that the PFA pack for new parents should be resurrected as a good way to inform those starting at St Joe's of the role of the PFA as well as other useful information from a parents point of view. DB stated the new parents were invited to the Moving Up Day which was really well attended, and he suggested that also PFA attend that. Class reps and the role they perform is really important, but that it might be useful for those that are new to the position to have more support from the PFA and a chance to explain that it's not just about passing on messages, but also about becoming the social secretary for the class and to encourage their class to support the various fundraising activities of the PFA. It was reiterated that the class rep

role is invaluable to the PFA and we did not want to put people off from coming forward to take on this role.

The importance of informing the parent body of what it is the PFA does and what the money raised is spent on was discussed. It was agreed that a pie chart, graph or other types of visuals to illustrate the PFA contribution should be produced and displayed on the PFA board.

**Action: TM**

## 6. Fundraising Events (Past and Future)

### i. Academic Year 2019-2020

TM stated that several fundraising events took place in the first term of this academic year. These included the Isabel Hospice Coffee Morning that took place in September, in October there was Christmas Craft as well as Wine Tasting, in November there was Fireworks Night as well as the Infants' and Juniors' Disco and finally in December there was the refreshments at the Infant Play.

### ii. Events Booked in 2020

#### a. Comedy Night, 24<sup>th</sup> January

This event would be taking place next Friday. TM explained that although enough tickets had been sold to cover costs, at the current level of ticket sales there would not be much money raised. This would be a shame as the event itself was very easy to run in that the Comedy Club was doing all the set up and running the bar etc. It was agreed that it was good to try new events. There was still a week to go and TM was hopeful that more tickets would be sold. A raffle would take place at the Comedy Night which would hopefully contribute a little more to funds raised.

#### b. Circus & Spring Fair, 25<sup>th</sup> April

Circus PaZaz will be arriving at St Joe's on the evening of Thursday 23<sup>rd</sup> April in order to set up their 'little' Big Top. We will be asking for at least 8 parent helpers to assist with erecting the Big Top on the Thursday evening (no previous experience required!). The 'little' Big Top will be situated in the area where Mini Glyndebourne usually takes place.

On Friday 24<sup>th</sup> April, Circus PaZaz will spend the day (during the school day) teaching Circus Skills to all the children in the Big Top tent. The following day, on Saturday 25<sup>th</sup> April, Circus PaZaz will perform three 50 minute shows, at 11am, 1pm & 3pm. The Big Top seats a maximum of 230 and tickets will be sold at £7 a head.

A Spring Fair will take place alongside the Circus, in a similar fashion to the Spring Fair that took place last year. Each class will be asked to run at least one stall, organising a rota for all class members to take a turn at manning the stalls. TM will contact class reps to organise a meeting to plan and confirm stalls.

**Action: TM**

It is hoped that we can organise external catering, who will be charged a fee for their pitches. TM will contact the face painter and the Pony Ranch who both attended last year to see if they can be booked again with a similar arrangement.

Tickets for the circus will go on sale exclusively to St Joe's Staff, Parents, Friends and Family for a set time only. Ticket sales will then be opened out to various community groups, including PTAs from other school, cubs and brownie groups, sports clubs etc. These community groups will be offered 10% of ticket price for sales from members of their group. Bookings would need to be handled centrally as seats for show times would need to be allocated. Members of community groups will be asked to quote a reference on the booking form to secure the 10 %.

- c. Mothers' Day Sale, 20<sup>th</sup> March  
Fathers' Day Sale, 19<sup>th</sup> June

The reps from Reception have responsibility for the Mothers' and Fathers' Day Sales. KT has been tasked with finding something a bit more personal for the sales. It was noted that the children could not be taken out of class for very long for this purpose. TM thanked KT for researching and leading on this. TM and KT would meet with the reps from Reception to discuss the logistics of the sales and ensure volunteers can be organised.

- d. Golf Day, 1<sup>st</sup> May

Kelly Downham has rescheduled the Golf Day which will now take place on Friday 1<sup>st</sup> May. Essendon Country Club have provided St Joe's with a very good deal. A deposit needs to be paid to secure the booking.

- e. Fireworks Night, 13<sup>th</sup> November

TM reported that Fireworks Night has been booked for the next 2 years, it will take place on Friday 13<sup>th</sup> November 2020 and then on Friday 5<sup>th</sup> November 2021.

### iii. Events to Be Confirmed

- a. General Meetings

A General Meeting will be held in March and then again in June. Dates will be confirmed shortly.

- b. Bag 2 School

TM reported that a registration with Bag2School had been completed with a request for a date in early March.

- c. Summer Party

A summer party is planned for June, details still to be confirmed.

- d. Cycling Course

SB reported that she will contact that Hertfordshire Cycling Team to enquire about the possibility of running a Beginners Biking course at St Joe's. This course is aimed at children in Reception and older and teaches how to ride a bike without stabilisers.

**Action: SB**

## **7. Other Fundraising Suggestions**

MW and SS suggested trying a Giving Tree again. MW and SS explained that the idea was to ask teachers for a range of different items that would be useful in their classrooms, and these items were written on tags, placed on a tree and situated in a central place. Parents could then view the items and either purchase them or donate to the items requested. MW and SS agreed to investigate the possibility of organising a giving tree.

**Action: MW & SS**

JP ran a very successful Kids Bingo Night last year and suggested that another one is organised. JP will organise this event and talk to Jonny Harvey to see if he would be happy to do the calling again. MW agreed to organise the catering for this event.

**Action: JP & MW**

It was agreed that it would be a good idea to hold another Tuck Shop on the day the children break up for half term as the cross country is also taking place on that day.

Another fundraising suggestion was that the PFA tried to organise a BBQ at sports day.

## **8. Any Other Business**

The new play equipment that the PFA funded for the Preschool playground looks fantastic, but it was suggested that a team of volunteers is gathered to oil and treat the new wood so that the equipment will last longer. TM to discuss requirements with the school.

**Action: TM**

TM thanked everyone who attended and closed the meeting.

## **Addendum**

Following the meeting, TM has booked the dining room for the next two General Meetings as follows:

Tuesday 24th March 2020 at 9am in the Dining Room

Tuesday 16<sup>th</sup> June 2020 at 9am in the Dining Room