

KMPS PFA Meeting Minutes for: Tuesday 4th October 2022

Action points in blue

Attendees: Elliot Howles, Sally Bruin, Liz Beck, Christina Brown, Kerry Caldwell, Rachael Phan, Anya Novak, Mandeep Pooni, Kim Venables, Abi Jennings, Abbie Irwin, Tam Blackford, Liz Beck, Catherine Cooper Jones, Rebecca Jones, Rebecca McNulty, Emily Macdonald, Lisa Adams, Jag, Shefali Dhutia

Apologies received in advance from;

Rebecca Preston, Sarah Dawson, Kate Whetter, Victoria Baum, Sam Brown

Minutes (Taken by SB)

1. Welcome

EH welcomed everyone and the Liz and Christina talked about the different roles the members of the committee have.

Brief chat about usual events such as fireworks, Christmas fair, summer fire, quiz night; social events for adults too

Christina and Liz wish to step down from the committee so these need to be voted in. Explained we need to have a chair; to lead meetings, main liaison with school/contacts/EH, do this along with the co/vice chair.

Secretary; takes minutes, produces newsletters, organises poster, comms.

Treasurer; ideally good with spreadsheets! Keeps these up and running, provides info on profits/expenditure/breakdown from each event, reimburse expenses, obtain licences. We have online banking, so easy to reimburse people.

Need signatories for bank accounts.

EH/CB mentioned there is a new Site Manager at school, so he is learning too; how PFA events run, etc.

EH talked about what the PFA have paid for in the past. Also talked about the PFA funds being used for 'fun/nice' things for children, not pens/pencils/etc.

Tam asked how long you sign up for. – No fixed period, not for life!

2. Official nominations

Rebecca nominated Tam Blackford as Treasurer – accepted

Liz nominated Rebecca Jones as Chair - accepted

Sally nominated Kim Venables and Lisa Adams as Vice Chairs – accepted

Christina nominated Mandeep Pooni as Secretary – accepted.

EH suggested a meeting with the old and new Committee to have a quick chat.

3. Events

Have we got a list of past events/fundraising? – [SB to ask Vic Price / Marie](#)

CB mentioned Christmas fair; she has a big folder with everything in including templates/timetables. This year we will possibly try and keep it all outside.

Talked about the shed we have in the grounds; not airtight but great for storage. Lots of kit in there in labelled boxes.

Rachael asked if we could have a Halloween disco. EH said we can discuss one; need a DJ, sort ticket prices, get snacks which are included in ticket price (saves effort of tuck shop).

EH will talk to SLT about a date. Then can decide times, ask for volunteers. We can sell tickets through the office, they're very helpful.

CB said we need to ask office for a letter of authorisation for membership of Makro [Mandeep to request](#).

Others mentioned possible use of Bestway, CostCo and Bookers.

Parentkind was mentioned; we get annual membership. [Mandeep to look into](#).

4. Event leads

Halloween disco; Rachael to lead.

Xmas fair; Lisa to lead.

Fireworks 2023; Becky to lead.

Lots of volunteers to help assist with these events. Sub Whatsapp groups will be set up.

Will need to book first aider/s well in advance.

Emily asked about budgets/profits for events. Sam will send financials.

We had someone from every year group at the meeting! Excellent representation.