



# Minutes of the PALS Meeting held on 2 May 2017 at 7:30pm, in LPPS staff room

Present: Katie Burnett (Chair), Alica Charles, Sarah Coleman, Sam Drew (Secretary), Evie Higgins, Suzanne Kenneally (Treasurer), Josie Mottershead, Gemma Webb, Tracey Webb

In attendance: Andrew Markham (Headteacher)

Apologies: Megha Anand, Emily Blackwell, Rebecca De Croos, Elianne Edgington, Charlotte Fells, Alison Garraway, Hilary John, Sarah Mayers, Claire Smith

## 9. Minutes of the previous meeting

9.1. The minutes of the meeting on 31 January 2017 were confirmed as an accurate record.

## 10. Matters arising from the previous meeting

10.1. Minute 2.1: The Chair advised members that she had not heard back from Art Projects for Schools and no money had been received in relation to the Christmas cards parents had ordered. The Committee decided to consider different companies if Christmas cards went ahead next year. The Chair agreed to continue trying to contact Art Projects for Schools and chase the money owed to PALS.

**Action: Chair**

10.2. Minute 2.2: The Chair reported that she had prepared the totaliser and it was now on display in the School reception and library area.

10.3. Minute 3.2: The Headteacher informed the Committee that he had discussed the class money jar proposal with staff and unfortunately reported that this would not be possible. This was because the School Office was cashless and it was not practical to keep money so openly in each classroom for a significant time period whilst children collected the money. It was suggested that the smartie challenge might be

easier to facilitate as money would only be brought in to school on one specific day.

10.4. Minute 4.2: The Treasurer confirmed that she had liaised with Becky regarding the number of chocolate bunnies to purchase for the Easter Hunt.

10.5. Minute 7.2: The Secretary confirmed that consideration of proposals for a January 2018 event had been added to the June meeting agenda. The Headteacher advised that he had also received some further suggestions and would bring these to the June meeting.

## **11. Quiz and Curry Wrap up**

11.1. The Committee heard that the quiz and curry night had been a success and positive feedback had been received requesting another quiz to be organised soon. The timing of another quiz night was discussed and it was agreed that it would not be possible to organise one before February 2018. Although the curry had been well received there had been some challenges with use of the school kitchen, therefore members would consider alternatives to hot food such as cheese and wine.

## **12. Easter Hunt Wrap up**

12.1. Members reported that they had heard very good feedback about the Easter Hunt and wanted to pass their thanks to Rebecca De Croos for taking the lead in organising the event. We were fortunate with the weather and there were a very generous amount of cake donations.

## **13. Approval of amended funding request from the School**

13.1. The Headteacher advised that the School had been unsuccessful in a DfE grant application which they had intended to use to replace the outdoor flooring in the Foundation Stage garden. As this work needed to be completed for the safety of the children the school would go ahead and use existing funds; they expected this to cost between 15 and 25 thousand pounds. However this meant that money was no longer available within the school budget to invest in new technology as the premises and IT school fund was needed for significant expenditure involved in updating the IT network infrastructure.

13.2. The Committee therefore agreed that the money, which had been allocated to updating playground equipment at the last meeting, would now be diverted to the purchase of IT equipment. In total £11,000 was available for the School to use on IT equipment as soon as needed, and the Headteacher confirmed that it was hoped this money would allow the purchase of 30 laptops or tablets once the project to rebuild the IT infrastructure (such as wiring, router, switch gear and access points) had been completed.

## **14. Treasurer update**

14.1. The Treasurer provided the Committee with an update of recent event income and confirmed that the PALS account had £14,000 in it. As discussed in minute 13.2

£11,000 had been committed for technology equipment, therefore leaving £3,000 in the account.

- 14.2. Members were pleased to hear that the quiz and curry night made a profit of £450, the Easter Hunt made a profit of £385 and there had been £269 of donations which included £40 from easyfundraising cashback.
- 14.3. The Committee was advised by the Chair that In-house estate agents were no longer in a position to sponsor PALS financially and discussions were taking place with another local estate agent: Davis Tate. Rowse Honey had kindly sponsored the summer fete with £100 and some honey hampers.
- 14.4. The Treasurer confirmed that each year group had received £100 from PALS, as agreed at the previous meeting, and members advised that year 4 were using the money to subsidise the forthcoming trip to Hill End Outdoor Activity Centre. The Committee thought it would be nice to hear how other classes had chosen to spend the money from PALS, and the Headteacher agreed to ask the teachers for feedback.

**Action: Headteacher**

## **15. Events and fundraising calendar**

- 15.1. The next PALS event was the Disco on 19<sup>th</sup> May. This was being coordinated by Josie Motterhead and she advised that 125 tickets had been sold at the 2 ticket selling days after school. As a DJ had been hired members were concerned that more tickets would be needed to cover costs and it was agreed tickets would also be sold on Thursday 11<sup>th</sup> May 2017. Class reps would also be asked to advertise on their class facebook sites.
- 15.2. Mr Markham would confirm which teachers were going to be in attendance and another call-out for parent helpers would be made on facebook so that Josie could prepare a rota. Emergency contact numbers had been taken at the time of ticket purchase and pupils would be handed over to their parent at the end of each disco session. The Committee discussed how to address allergies as originally a biscuit was to be offered to all children. It was agreed that Sarah Coleman would confirm with the office staff whether PomBears were a suitable alternative for the Foundation Stage disco and Alison Charles would purchase them.
- 15.3. Mr Markham confirmed that After School Club was aware of the need to relocate on the afternoon of the Disco and alternative arrangements would be made for assembly so that the DJ could set-up before the first disco at 3:15pm.
- 15.4. The Chair reminded everyone that a Bags2School collection was scheduled for 12<sup>th</sup> June and Sarah Coleman offered to help prepare the collection bags for distribution. £220 had been raised from the last collection.
- 15.5. The Committee was updated on plans for the summer fete to be held on 10th June

2017. Notices about the donation of toys, books and bottles had gone out in the newsletter and it was suggested that fancy dress costumes could also be sold on the toys and books stall to help parents with the dress-up days at school.

- 15.6. The Headteacher would confirm which teachers were available and willing to take a turn in the stocks having wet sponges thrown at them. He would also ask the Governors if they would run the bar again and ask if there were any staff volunteers to dress up and join in the wild west parade.

**16. Date of next meeting**

- 16.1. The Committee heard that the next meeting would be on 27 June 2017 at 7:30pm in the School staff room.

**17. Any other business**

- 17.1. The Chair advised there was a summer fete planning meeting on 11<sup>th</sup> May 2017.
- 17.2. The Headteacher thanked PALS for their continued support and well-organised events this year.

END OF MINUTES