



## Minutes of the PALS Meeting held on 31 January 2017 at 7pm, in LPPS staff room

Present: Megha Anand, Katie Burnett (Chair), Rebecca De Croos, Sam Drew (Secretary), Evie Higgins, Suzanne Kenneally (Treasurer), Gemma Webb, Tracey Webb

In attendance: Andrew Markham (Headteacher)

Apologies: Alison Burbage, Charlotte Fells, Hilary John, Josie Mottershead, Claire Smith

### 1. Christmas Fayre wrap-up

- 1.1. The Christmas Fayre in 2016 was reported to be the most profitable ever with £2451 profit, and an additional £600 in sponsorship associated with the event.
- 1.2. The hamper raffle contributed significantly to this total raising £865. Members thought that this was due to visibility of the hampers located by the entrance as well as a good range of prizes. The crafts were very popular again this year and costs were minimised for the materials. The Chocolate tombola was also a great success. This was helped by sending a clear message about donations of chocolate or £1, and avoiding a clash with Children in Need donations.
- 1.3. It was reported that having two rooms for Santa enabled more children to visit Santa compared with 2015, even though the Fayre was only two hours – one hour shorter than 2015. Although this worked well it was logistically challenging for those co-ordinating the visits. Writing names on a list was easier to manage the queue than distributing tickets, and the gazebo created a great atmosphere.
- 1.4. Members agreed that it was good to focus on crafts, the raffle and chocolate tombola,

although there was also the desire to keep the Fayre fresh by introducing a new stall each time.

## **2. Treasurer update**

- 2.1. So far this financial year Bags for Schools had raised £220, the Christmas Fayre had raised £2451 and there had been donations totalling £885. In terms of expenditure, £423 had been spent on a Christmas book for every child and £262 had been used to purchase hi5 kits. Money was yet to be received for the Christmas Cards from Art Projects for Schools. The Chair confirmed that she would contact Art Projects for Schools.

**Action: Chair**

- 2.2. The Treasurer advised the Committee that there was a healthy cash balance which meant £9,000 could currently be committed to spending at the School. It was agreed that £5,000 would be saved for the longer-term project to replace playground equipment, and £4000 would be used now. The Chair offered to prepare a totaliser which could be placed in reception so that everyone could see progress toward the target of £15,000.

**Action: Chair**

- 2.3. The Chair and Headmaster would be visiting Watlington Primary School to view their playground equipment. Once the desired play equipment has been identified, costings and a business plan will be produced. The Treasurer reported that once this had been prepared it was possible to apply for community grants from companies such as Tesco.

## **3. New fundraising ideas**

- 3.1. The Committee was reminded about the Fundraising Stamps box in reception, and the Chair proposed that a collection box could be added for foreign coins.
- 3.2. New fundraising ideas were discussed by the Committee. These included the smartie challenge - children would do chores at home to collect money for their smartie tube, and the penny mile – during an existing PALS event pennies could be laid out in the playground to see how far they reached. Members thought these were good ideas, however the preferred suggestion was for each class to have their own money jar and there would be a competition to see which class could raise the most. Each class would get to keep the money raised, and the winner would have their collection amount doubled by PALS. The Headteacher agreed to raise this proposal with staff.

**Action: Headteacher**

## **4. Events and fundraising calendar**

- 4.1. Work was underway for a new quiz and curry event due to be held on 24<sup>th</sup> February 2017. 28 tickets had been sold so far, although there were still a few weeks before ticket

sales closed. The aim was to sell 60 tickets. A local surveyor had donated £50 for a cash prize, and it was agreed that PALS would contribute the additional money required to have first prize of £10 per team member. If the quiz was to run again in the future a Temporary Event Licence (TEN) may be applied for so that alcohol can be sold instead of bring your own.

- 4.2. Becky De Croos volunteered to organise clues and prizes for the Easter Hunt on 1<sup>st</sup> April 2017, 2-4pm. It was agreed that the charge would remain the same as last year at £2 per child. Floats would be required for the entrance and refreshments. Parent helpers were needed to help on the day and PALS members would be asked to donate Easter cakes and biscuits. A decorated hardboiled egg competition was suggested. Chocolate would be purchased from Aldi and Suzanne would advise Becky how many to purchase based on last year. Some non-chocolate items would also be available for children with allergies.

**Action: Suzanne Kenneally**

- 4.3. The next Bag2School collections had been arranged for 12<sup>th</sup> June 2017 and 27<sup>th</sup> September 2017. The Chair reported that it had been difficult to agree dates and next year she recommended that dates were applied for much earlier, particularly as the school was required to help load the bags, and this was only practical on Tuesday, Wednesday or Thursday.
- 4.4. Josie Mottershead was co-ordinating the School Disco to be held on 24<sup>th</sup> May 2017. A DJ had been booked for the first time and was costing £160 for 4 hours, he was not charging for the 15 minute change-over time between sessions. Alice Charles had volunteered to organise the sweets, glowsticks and refreshments. The other PALS who had agreed to help organise were Vicky Vass, Ursula Querino, Evie Higgins and Megha Anand.
- 4.5. Potential themes for the Summer Fete were discussed. The theme was agreed and everyone was asked to think of games and stalls. The original date needed to be re-arranged due to a clash with another school fete. The Committee decided that the fete would be held on Saturday 10<sup>th</sup> June 2017. A separate meeting would be arranged on 21<sup>st</sup> February 2017 to assign roles and anyone interested in helping organise the fete was encouraged to attend.

## **5. Spending proposals from Ladygrove Park Primary School**

- 5.1. The Headteacher reported that the wireless infrastructure within the School was due to be upgraded. Once completed the intention was to replace the ageing laptops with ipads, and this was something PALS could contribute to financially. It was confirmed that £4,000 of the available cash outlined in minute 2.2 could be used for the ipads.

- 5.2. It was also agreed that out of the available funds £100 would be given to each year group and the teachers would decide whether to spend this on resources for the classroom, or an end of year treat for the children.
- 5.3. The Headteacher highlighted that the internal premises was starting to need attention, and he would consider a further list of smaller items that PALS could fund.

## **6. Succession planning for Trustee roles**

- 6.1. The Committee was reminded that at the AGM the Chair and Treasurer had expressed a desire to step-down at the end of this year. If anyone was interested in taking on the Trustee role of Chair, Treasurer or Secretary they were encouraged to talk with or shadow the current post holders to gain an understanding of the nature of activities undertaken.

## **7. Any other business**

- 7.1. It had been suggested at a previous meeting that a spring clean-up of the outside areas at School would be useful. Members agreed that PALS would fund any paint required. It was also agreed that children would not be permitted to attend the spring clean-up as this would potentially impact health and safety and productivity. After the meeting the event was arranged for Sunday 12<sup>th</sup> March 2017 from 10-2.
- 7.2. The Headteacher asked members for event ideas to brighten January 2018 which PALS and parents could be involved with, that also aligned to the curriculum. Suggestions included competitions to design posters for the Easter Hunt or Summer Fete, a cookbook or children's calendar, a colouring competition with the Estate Agent who sponsored PALS events, winter bird watch, picnics, attempting to break a world record and a pop-up gallery exhibition of work that each year was already focusing on in their lessons. Further consideration would be given to this later in the year as there were already a number of events to organise before then. The Secretary would add this to the agenda the June PALS meeting.

**Action: Secretary**

## **8. Date of next meeting**

- 8.1. The date of the next PALS Committee meeting would be communicated to members via facebook.

END OF MINUTES