



Minutes of the PALS Meeting held on 27 June 2017 at 7:30pm, in LPPS staff room

Present: Natasha Aragao, Emily Blackwell, Alison Burbage, Katie Burnett (Chair), Sarah Coleman, Sam Drew (Secretary), Evie Higgins, Suzanne Kenneally (Treasurer), Josie Mottershead, Clare Smout, Tracey Webb

In attendance: Andrew Markham (Headteacher)

Apologies: Megha Anand, Jane Duncan, Elianne Edgington, Alison Garraway, Hilary John, Claire Smith, Gemma Webb

18 Minutes of the previous meeting

18.1. The minutes of the meeting on 2 May 2017 were confirmed as an accurate record.

19 Matters arising from the previous meeting

19.1. Minute 10.1: The Chair confirmed that Art Projects for Schools had now sent a cheque for £280 to PALS for the money raised through the Christmas Cards fundraising scheme.

19.2. Minute 14.4: The Headteacher advised that a list of what each year group had spent their £100 PALS donation on would be printed in the school newsletter before the end of term.

20 Disco debrief

20.1. The disco was reported to be a great success and Josie Mottershead was thanked for leading the event. The parent helpers and teachers were also thanked as without their support these activities would not be possible. The DJ was popular with the children and was engaging for all year groups. It was agreed that the DJ would be booked again for future discos and it was suggested that members of PALS should be responsible for writing names on the disco booking sheet because some names had been difficult to read. The Committee discussed the length of each disco and agreed that next time 45 minutes each session was adequate.

21 Summer Fete debrief

- 21.1. The Summer Fete had gone well and raised slightly more than the previous year. It was noted that takings for the bar were significantly reduced compared with previous years. It was suggested that people may not have seen the bar due to its location, although this had not changed, and it was suggested that a beer tent might be explored in future to give it more prominence. The gas bottle for the BBQ nearly ran out and a bigger size would be better for next year.
- 21.2. The number of paying adults through the entrance was comparable with last year, although the Committee was informed that in 2015 there had been 200 more paying adults. Other events taking place locally were discussed and members acknowledged that it was challenging to avoid clashes, especially as PALS often set their date first. Holding the fete earlier in the final term was better for finalising finances afterwards.
- 21.3. Although the rodeo bull was not available at the last minute the company provided a bungee run and sumo suits, which the Committee thought had actually appealed to more children. The slippery pole made a small loss and it was thought that this stall did not need to be manned until the second half of the fete next year as the children wait until near the end to have a go because of getting wet. The stocks attracted a lot of children who were keen to throw wet sponges at the school's senior leadership team.
- 21.4. There was a good atmosphere and community feel with performances from local groups and mixed feedback was reported from external sellers. Members discussed the possibility of having all stalls on the main field next year instead of using the courtyard. Many local businesses had donated prizes for the raffle and there were perhaps too many prizes!
- 21.5. The only challenge during set-up was the limited water pressure in the hose pipe. It was decided that a longer hose would be beneficial in future as the Foundation Stage garden tap had higher pressure, however the current hose would not reach. The Committee asked whether more bins could be placed around the field next year, and if the existing bins could be emptied before and after the fete. There was a reduced team of helpers packing away, and it was suggested that people could be specifically asked to volunteer for this as well as to set up and run a stall.

22 Treasurer update

- 22.1. The Treasurer provided an update on profits from recent events. The fete had made a profit of £4,112.30, the bags2school collection in June had raised £252 and profit for the disco had been £383. £1500 had been received in donations including another matched funding donation from Vodafone of £350. £50 had also been received from easyfundraising. Members were reminded to sign up for easyfundraising and the Secretary agreed to circulate a facebook post about this. It was confirmed that the annual accounts and total profit for the year would be

presented at the Annual General Meeting (AGM) in the first term of the new school year.

- 22.2. As agreed at the meeting on 2nd May 2017, PALS had donated £11,000 for the school to spend on updating technological devices for pupils to use. The Headteacher explained that a proposal for the purchase of Chromebooks was due to be presented to the Governors, and work to replace the infrastructure would commence over the summer break.

23 Purchasing gazebos for PALS

- 23.1. PALS had borrowed gazebos from Manor School for a number of years and the Chair proposed that PALS purchased a few to keep in the garage. The Committee heard that the School had purchased 3 gazebos because of the prolonged hot weather, although one had already broken, and members were advised to ensure gazebos were robust. The Committee agreed PALS money could be spent on buying 2 gazebos, possibly one with sides to be used for the Christmas grotto. The Chair and Treasurer would source the gazebos - hopefully in the sales.

Action: Chair and Treasurer

24 Events for the 2017-18 school year

- 24.1. Members discussed Christmas card fundraising and given the issues experienced this year there were mixed views about whether to continue. It was suggested that a request would be made for volunteers to co-ordinate the project, and if no-one came forward, the cards would not be a fundraising activity for PALS in 2017-18.

Action: Chair and Secretary

- 24.2. The next Bags2school collection had been arranged for 27th September 2017 and Sarah Coleman kindly agreed to organise this.

- 24.3. Members were informed that Hilary John and Jane Duncan had proposed to run a PALS pudding and pamper evening in October or November. This would be discussed in more detail with the Headteacher. Post meeting note: Friday 10th November 2017 has been agreed for the pudding and pamper evening

- 24.4. The Committee heard that a Christmas Fayre planning team would need to be organised so that preparations could commence soon for the Fayre on 25th November 2017. The Chair offered to document key processes as a guide. Josie Mottershead volunteered to organise the chocolate tombola again. The Chair and Secretary would set a date for a Christmas Fayre planning meeting.

Action: Chair and Secretary

- 24.5. Members discussed ideas for a social event to be held in School in the third week of January 2018. An art exhibition or science fair were popular suggestions and these could be framed within a broader creative or science focus week at school. A project team would also be needed to organise this event, and this would be discussed at

the next PALS Committee meeting.

24.6. It was intended that the quiz would run again in February 2018.

25 Date of the next PALS Committee meeting

25.1. The Committee was informed that the next meeting on 27th September 2017 would be the AGM. At this meeting the trustee roles of Chair, Treasurer and Secretary would be elected for the 2017-18 school year. The current Chair and Treasurer advised that they would be standing down and members were invited to consider nominating themselves for one of the roles, as without a Chair and Treasurer PALS could not run as a registered charity. It was suggested that deputy Chair and Treasurer roles could be considered to share the responsibility.

25.2. The excellent work undertaken by the current Chair and Treasurer was highlighted and guidance would be provided for people taking on the roles. It was acknowledged that a good number of new PALS volunteers this year were from Foundation Stage and Key Stage 1, and there was a keen team ready to continue supporting PALS and the school.

26 Any other business – Performance ticket costs

26.1. The possibility of PALS contributing towards school performance ticket costs was raised. The Headteacher advised that paying for the tickets foremost helps pay for the script and the music, as well as managing capacity in the school hall.

END OF MINUTES