



# Minutes of the PALS Meeting held on 27 September 2017 at 7:00pm, in LPPS staff room

Present: Emily Blackwell, Alison Burbage, Katie Burnett (Chair), Sam Drew (Secretary), Elianne Edgington, Alison Garraway, Evie Higgins, Suzanne Kenneally (Treasurer), Josie Mottershead, Charlotte Slade, Lisa Snuggs, Bishan Wu

In attendance: Andrew Markham (Headteacher)

Apologies: Megha Anand, Natasha Aragao, Alice Charles, Sarah Coleman, Jane Duncan, Hilary John, Claire Smith, Clare Smout, Yvonne Voyce, Gemma Webb, Tracey Webb

## **27 Minutes of the previous meeting**

27.1. The minutes of the meeting on 27 June 2017 were confirmed as an accurate record.

## **28 Matters arising from the previous meeting**

28.1. Minute 23.1: The Chair and Treasurer advised that gazebos had not yet been purchased. The Committee agreed that the item could be discharged as Alison Garraway had two gazebos which she was willing for PALS to use in the grotto at the Christmas Craft Fayre. The need to purchase new gazebos for the Summer Fete would be re-visited later if necessary.

28.2. Minute 24.1: The Chair confirmed that the Christmas card project would not be run by PALS this year. If the Committee wanted to organise this for Christmas 2018 planning would need to start before the summer. Alison Burbage agreed to identify which company was used by the School she teaches at.

**Action: Alison Burbage**

28.3. Minute 24.4: The Christmas Craft Fayre was discussed under minute 29.5.

**29 Timetable of fundraising and events planned for 2017-18**

29.1. Members reviewed the draft fundraising and event calendar for the academic year and dates were agreed as follows:

Activity	Date
Non-Uniform day for PALS Christmas Chocolate Tombola Donation / £1	Friday 3rd November 2017
PALS Pudding and Pamper Evening. Pudding donations.	Friday 10th November 2017
Mince pie and cake donations	Friday 24 <sup>th</sup> November 2017
PALS Christmas Craft Fayre	Saturday 25th November 2017
PALS Committee Meeting	Wednesday 31st January 2018
PALS Quiz Night	Friday 23 <sup>rd</sup> February 2018
PALS Easter Egg Hunt	Saturday 24th March 2018
Bag2School Collection	Wednesday 9th May 2018
PALS School Disco	Friday 18th May 2018
PALS Summer Fete	Saturday 16th June 2018
Bag2School Collection	Wednesday 26th September 2018

pring Clean-up would be confirmed by the new PALS Chair.

**Action: Chair**

29.3. The latest Bag2School collection had been earlier that day, and members were advised that future collections should also be organised for a Wednesday when the School was able to provide support with loading the bags.

29.4. The Committee received an update on the new Pudding and Pamper event which was due to take place on Friday 10<sup>th</sup> November 2017. Requests for volunteers to help with planning and on the night, had been placed in the School newsletter and on the PALS facebook page. Evie said that she was available 6:45pm – 8:30pm, and volunteered to be on the door. Ellie offered to stay after the event to help clear up. A planning meeting was scheduled for 7:30pm on Thursday 5<sup>th</sup> October at the Generous George.

29.5. Members discussed planning for the Christmas Craft Fayre. It was reported that Tracey Webb would organise the craft activities, Josie Mottershead confirmed that she would coordinate the chocolate tombola again, Alison Garraway the Lucky Dip and Name the Teddy and Sam Drew would contact external sellers. Charlotte Slade volunteered to source the grotto gifts, Suzanne Kenneally would arrange refreshments and cake donations, Alison Burbage and Natasha Aragao would coordinate the raffle and Evie Higgins would organise the grotto; although it was noted that Charlotte, Suzanne, Alison, Natasha and Evie were not available on the day of the Fayre. It was agreed that a facebook planning page would be set up by

Sam Drew, and Josie Mottershead would approach her father-in-law to be santa again.

29.6. The Committee agreed to authorise the purchase of a book from Santa for each child at the School. Alison Garraway offered to organise this.

29.7. The Committee also agreed to authorise the purchase of Christmas crackers for the Christmas lunches at School, should the School not be in a position to fund these. Before any crackers are bought, the Headteacher would confirm whether there were any concerns about the noise for some pupils.

**Action: Headteacher**

29.8. The Headteacher advised that the concept of the January event in School had changed following a recent planning day. PALS would no longer be required to organise an event, however the School would be grateful of a monetary contribution to fund a 'Feel Good Friday' on the first day back after the Christmas break. The day would be off-timetable and it was intended that pupils would be able to engage with mindfulness and yoga as well as other activities. In principal, the Committee agreed to commit funds to support this activity; the Headteacher would liaise with the new Treasurer to confirm exact requirements.

**Action: Headteacher and Treasurer**

### **30 Date of the next meeting**

30.1. The next committee meeting was arranged for 31<sup>st</sup> January 2018 at 7:30pm in the School staff room.

### **31 Any other business**

31.1. The Headteacher reported that the School wanted to raise the profile of the Library and they would be looking for parents and other family members to become volunteer librarians to support existing pupil librarians from years 5 and 6. This would be a regular commitment and a Disclosure and Barring Service (DBS) check would be required for each volunteer. Members were pleased to hear about this initiative and the new Chair agreed to assist with communication about the new volunteer librarian roles through the class reps.

**Action: Chair**

31.2. The Committee had been asked to question why the cycling proficiency scheme was no longer run at School. The Headteacher informed members that around 10 volunteers would be needed to make the scheme viable, and that this was not a question of cost. As well as a weekly time commitment, the Committee heard that all volunteers would need to attend training by the Local Authority representative who would run the cycling proficiency. Suzanne Kenneally advised that parents looked in to this last year and were unable to secure enough volunteers.

31.3. It was suggested that pupils could be charged for doing their cycling proficiency as a club after school, however this would not solve the issue of needing volunteers; and charging was out of alignment with School policy ensuring equity for all. The

Headteacher agreed to communicate a request for volunteers detailing the significant commitment of time.

**Action: Headteacher**

- 31.4. Katie, Suzanne and Sam were thanked for the excellent contributions during their terms of office and it was confirmed that the new trustees would formally commence duties after the meeting had closed.

END OF MINUTES