



# Minutes of the PALS Meeting held on 29 January 2019 at 7:00pm, in LPPS Burrow

Present: Alison Garraway (Chair), Nicola De Sousa (Secretary), Sam Drew, Wendy Perry, Miya Warrington

In attendance: Andrew Markham

Apologies: Emily Blackwell (Treasurer), Evie Higgins (Trustee), Tracey Webb, Katie Burnett, Megha Anand, Yvonne Voyce, Rebecca De Croos, Charlotte Slade, Gemma Webb, Alison Burbage, Sarah Elinor Hoskins

## 1 Minutes of the previous meeting

The minutes of the meeting on 25 September 2019 were confirmed as an accurate record.

## 2 Matters arising from the previous meeting

Confirmed that the Sensory garden fence posts had been fixed by the caretaker but now the other side may need addressing, this will also be completed by the caretaker

## 3 Funding requests from school

A previous request for Teacher Ipads has been reviewed by Mr Markham and at this moment in time is not required

Possible whole school art exhibition. This need to be costed and arranged. Confirmation has been received this art week is not scheduled until Term 1 of the next academic year.

**Action: Andrew Markham**

First stage of outdoor area is planned for Easter, from Tesco funds.

Next tranche of 30 new Chromebooks to be purchased by PALs. It was confirmed by Mr Markham that the school can recycle old trolleys as storage for the new devices. No annual running cost from PALS required.

The annual licence fee is to be picked up by the school budget and not claimed from PALS. This was agreed by Mr Markham.

Reminder to the school that PALS are still awaiting an invoice for the £100 per year group to be spent on class resources

**Action: Mr Markham**

#### **4 Christmas Events Debriefs**

It was agreed that the Christmas Cards went well last year. PALS have confirmed with APFS that we wish to run this again for the coming Christmas. PALS have been informed that they will receive an additional 10% donation on top of the raised amount for booking so early. Money raised from the Christmas Cards went towards purchasing the Christmas book from PALS for every child.

**Action: Chair**

The committee discussed how the Christmas Fair went, and it was agreed that the craft wasn't as successful as previous years. This was the third year that Craft has been the focus. It is recommended to look into a different activity / theme for the next Christmas fair. The elf hunt went well with children getting really involved. Things were moved around. Although both grottos worked well, it was found that time for children to choose their present took too long. It may be wise to have the presents in a different location for the children to choose after they leave the grotto to help with queue times. Maybe Santa could give the child a voucher to exchange for a present.

#### **5 Treasurer Updates**

In the absence of the Treasurer the Chair ran through the Treasurers updates;  
Profit made by PALS so far this academic year, totalling £2989

Bags to School raised £164

Christmas Fair raised £2180

Christmas Cards £328

Donations received £645

Donations made to school so far this academic year, totalling £1131

Gifts to children (books and crackers) £471

PE Equipment £365

Music Licence £295

The Treasurer Confirmed that payment has been received from Co-Op charity link for £209 raised from the sale of 5p bags in just 2 months

LPPS and PALS to agree process of requesting funds from PALS. It was suggested that it would be a good idea for the PALS Treasurer and the LPPS Finance Officer to have a meeting and agree the best process for both parties and then feedback the process improvements at the next meeting.

**Action: Treasurer**

## 6 Timetable of fundraising and events planned for 2019

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

Event or fundraising activity	Date
Break a rule day	Friday 8 <sup>th</sup> February
Quiz Night	Friday 8 <sup>th</sup> March
Easter Hunt	Saturday 30 <sup>th</sup> March
Movie Night	FS/Y1/Y2 Tue 30 <sup>th</sup> April (after school) Y3/Y4/Y5/Y6 Thurs 2 <sup>nd</sup> May (after school)
PALS Committee Meeting	Thursday 9 <sup>th</sup> May
Bag2school Collection	Wednesday 8 <sup>th</sup> May (collection 9am - 1pm)
Non School Uniform Day	Friday 14 <sup>th</sup> June (sweets/chocolate)
Summer Fair	Saturday 29 <sup>th</sup> June

The latest Bag2School collection has been booked for Wednesday 8<sup>th</sup> May 2019 between 9am and 1pm.

The bags will be delivered to the school week commencing 1<sup>st</sup> April 2019 and we will aim to send these home in book bags before the Easter Holidays.

**Action: Secretary**

Break the rules lists to be sent out in book bags w/c 4 Feb 2019

Movie night has been aligned to 2 nights, children will be asked to vote for the movie they want and will be age appropriate. PALS to purchase licenses.

**Action: Treasurer**

## 7 Other fundraising event ideas

Artist to create a map via block printing and sell tea towels, postcards. This would cost £1000 for artist. Items could be sold at various events. This is something to be considered for future years and would require a lot of organising. A costing plan review would need to be completed first.

The committee agreed to engage with various people to see if this is something worth looking into for Art Week - Painting classes to be looked into.

The paint night company was suggested by a parent. Whole school art project sells tickets to 'gallery' and provide refreshments. A date is yet to be agreed, PALS would help organise this.

**Action: Headteacher / Chair / Secretary**

Used Stamp collection to be revisited and advertised within school community. This needs to be re-energised.

**Action: Secretary**

A parent has confirmed that Hodgsons estate agent will donate money for advertising boards at £10 per board erected (maximum 50 boards). Committee will look into this for the summer fair.

**Action: Chair**

Terracycle recycling scheme was suggested by a parent and is an initiative that helps encourage recycling. LPPS will start with crisp packet bins, and reward points can be collected which will help raise money for the school. Bins will need to be purchased.

**Action: Chair / Treasurer**

**8 Any other business**

First Aid was requested for by a parent at £6 per child. A discussion was held and Mr Markham suggested to look into whether a previous parent at the school (who provided first aid training in the past) would be willing to help and to see if this could be offered as an afterschool activity.

**Action: Headteacher**

Proposed to change future meetings to another day as many parents are unable to make Tuesday evenings. The next meeting will be held on a Thursday, to see if this will encourage attendance.

**9 Date of the next meeting**

The next committee meeting was arranged for Thursday 9<sup>th</sup> May 2019 at 7:00pm in the School Burrow.

END OF MINUTES