**PFA COMMITTEE**

**MINUTES FROM MEETING ON 20TH DECEMBER 2016**

1. **Apologies:** Carrie-Anne Forster, Kath Hall,
2. **In Attendance**: Justyna Krol, Val Sheard, Catherine Clifford, Irena Abu Ramadan, Kirsty Costa, Julie Baxter.
3. **Minutes:**  The minutes from the previous meeting were read and discussed.
4. **Treasurer’s report:** The current balance £3639.39 (end of November) was given to the group.

£700.00 approx. profit from Christmas Fair

£50.10 profit from Christmas gift sale.

1. **Feedback:**
* Christmas fair – there were lot of people and we sold more than last year. Everybody did well and people were happy. However, for the next Christmas Fair and all future events we feel it’s important to have a structured plan agreed by everyone in the team. Tasks need to be shared out between team members and then in the event of a team members being unable to take part, all other team members are fully aware of the plan to enable the event to run smoothly. The events are all about effective teamwork. We also need more suitable gifts from Santa for next year. It is a good idea to start looking for presents in September/October or just after Christmas on sale.
* Christmas Gifts- we sold just a little less than in last year. Children were happy with the choice, and it was very busy. Pre-wrapping made it easier and though!
1. **Future events:**
* Disco for Reception and KS1, - on 8th February . Disco for KS2, - on 22nd February There was a discussion about planning food for the discos, some children only bring in their money on the day of the disco. It was agreed that the letter to parents needs changing to state that those bringing money in the day will not be able to full choice of food, ie. no hotdog or pizza. Ticket money needs to be returned by a minimum of 2 days before disco. A reminder by Parent mail should be sent 3 days before: “Tomorrow is last day to order food for your child for disco.”
* Film Night for KS2 – There was a discussion about having a film night at the end of January -action point- needs to be agreed with Mrs Kath Hall.
* Someone Special Gifts for Mothering Sunday – we need to start looking out for suitable items. Irena is going to buy 30 flower bulbs. Need to be discussed further at the next meeting.
1. **Any other business:**
* Class reps- we still do not have anyone for year 3. It was agreed to prepare a list of responsibilities, and send another letter to Y3 parents.
* Request from Miss Mitchell and year 5: they would like to have 18 copies of “The Lion, With and The Wardrobe” to support their English work. Total cost is £86.22. We are happy to support this request – action point – Val to let Miss Mitchell know.

**Dates For Diary:**

### 8. Date and time of next meeting: Tuesday 10th January 9am.

 Tuesday 21st February 9am.

 Tuesday 21st March 9am.

Contact us by email at: pfa@marshsideprimary.org.uk

Via the red folder called- Volunteer Register at the school office

Full PFA Details on the Website- [www.marshsideprimary.org](http://www.marshsideprimary.org)