

## St Edmund Campion Parents' Association Meeting

3<sup>rd</sup> May 2018

Present Louise Rendu (chair), Vicky Squire (Vice Chair), Frances Coldham (Treasurer),  
Pat De Roeck (Social Secretary), Siobhan Scally (Social Secretary)

Anita Blake, Louise Costello, Doreen Foody, Jo Hoban, Helen Hamilton,  
Debbie Stainton

Apologies None

1. Minutes approved from meeting on 1<sup>st</sup> February 2018

2. Review of Spring term events

- School Disco – raised £442.82
- Movie Night – raised £45 (this is always more of a social event, rather than a profit maker)
- Chocolate Bingo – raised £224.75  
This was the first time we had run this event. Feedback was good, it was a successful family event. AB asked that we run this on a Friday night in future. SS suggested straight after school although the hall is often used then for after school clubs.
- Easter Raffle – raised £770.05  
Great donations, only needed topping up by £20 of extras.

Total raised £1469.75

3. Summer Term Events

- School disco – 23<sup>rd</sup> May, in school during afternoon (Year 5 not here as in Berlin)
- Movie Night – Friday 8<sup>th</sup> June, 7pm, parish social centre, Paddington 2. We have an unlimited movie licence but can't charge entry so charge £1 for a raffle ticket and then raffle the DVD at end of show. We need to make it clear that parents need to stay on site for this event. SS to make posters to go up in school and on the electronic board in the playground.
- Summer Fete – Saturday 30<sup>th</sup> June, 11am-1pm. Planning meeting to be held on 15<sup>th</sup> May, 7.30pm at parish social centre.  
LR to arrange a walk through with AB and Mr Bartle for stall layout. Maps of the school to be up on the day and maybe sent out in advance to parents.  
AB said that she will ask for a volunteer from staff to co-ordinate the KS2 stalls.  
Suggestion that we have poster at door asking people to be careful with buggies while moving around school.  
It was agreed that the PA is not responsible for stallholders' personal property – in future, a disclaimer will be sent to stallholders stating that we will provide all equipment that they require and that anything extra that they bring is their own responsibility.

4. Financial position

FC talked through the summary. The NS&I account should be transferred across to main account shortly.

<b>Balance per 7<sup>th</sup> July 2017</b>	<b>£12,097.87</b>
Interest	0.03
Donation to school (stage and cooker)	(8000.00)
Movie Licence	(67.50)
September Disco	401.87
Additional summer fair banking	15.18
Coffee morning and PA meeting	(15.24)
Year 6 leavers disco	(19.90)
Year 6 leaving gift	(272.94)
International evening	110.69
Frost Fair	1,583.97
Calendars	229.00
January Disco	442.82
Movie Night	45.11
Chocolate Bingo	224.75
Easter Raffle	770.05
Alcohol Licence	(21.00)
Charity Donation	(700.00)
<b>As at 27 April 2018</b>	<b>6,824.76</b>

<b>Held in accounts</b>	
Community account	4,266.67
Business manager account	82.54
National Savings	2,475.55
	<b>6,824.76</b>

5. Spending of PA funds

Bike Rack – AB to find out how much needs to be paid for this

Future spend – the school would like to update the playground area. They are getting advice from outside companies to help to decide what is the best use of the space that they have. Mrs Woolley has spoken to the school council who have shared that they would like a quiet area for reading, colouring etc. This would potentially be a joint venture with the PA and the school funding it together.

Mrs Killingworth suggested buying some games from the Puzzle Company who came in to visit the school

Mr Tuckwell is to review the sports kits that the school hold for matches.

HH asked if there could be some hard surface put down by the bike/scooter area as it gets very muddy in wet weather.

We will try to advertise what we are working towards funding at all events.

6. GDPR  
VS confirmed that the PA are discussing this and implementing what needs to be done. We will hold and use parents' data responsibly and only for contacting about PA events/tasks. We are working with the school to ensure that parents can opt in to receiving emails from the PA.
7. Constitution  
Our current constitution was registered with the charity commission in 1973 and updated in 1983.  
LR showed a model constitution from Parentkind – the committee will use this to review and rewrite our constitution and send it out before the AGM, with a view to adopting it at this meeting.
8. Allotment  
Natalie Hurst is the new contact for the allotment from GreenScene. LR to contact about whether the allotment needs any equipment.
9. Plastic – our role  
LR will meet with the eco council to discuss the role of the PA in reducing the amount of plastic waste that we generate at events. It was suggested that children could bring their own water bottles to upcoming disco. LR to look into recyclable cups, glasses etc for future events.
10. School Website  
VS showed a copy of the wording for the new section of the school website that Mr Smith will add on for us. In future we will have minutes from meetings as well as other information regarding the PA on there.
11. ICT plaque – LR to look into this again (from last year when the PA donated money for the new ICT suite – wording to acknowledge this donation)  
School hoodies – Dawn Butler was thanked for arranging this for the year 6 classes for the past few years. We will need someone to volunteer for this job from next year.  
Uniform sale – a parent had suggested to LR that we sell second hand uniform at other times than the Frost Fair/Summer Fete. AB happy for this if we can arrange it.
12. Committee membership  
We currently need a secretary and will need a vice chair from Sept. SS offered to take on the role of Social Media Secretary.
13. AOB  
AB thanked the committee for all their hard work  
PdeR suggested that we could sell drinks/food at the upcoming sports day. AB happy for the PA to arrange this.