

**Marlow Infant School: Parents and Friends Association**  
**Fundraising Meeting**  
**Thursday 3rd March 2022 8pm via Zoom**

**Zoom Attendees:-**

Leanne Burns (LB), Claire Robinson (CR), Mrs Reynolds (SR), Libz Dorsett (LD), Johanna Snell (JS), Caroline Robinson (CAR), Nicky Thomas (NT), Daphne Howarth (DH) (CHAIR for this meeting), Laura Newton (LN)

**Apologies:-**

Sophie Earnshaw, Beth Hall, Lauren King, Laura Turner, Danielle Klepping, Emma Badge-Parry, Jen Twomey, Vicky Merrilees, Liz Price, Jo White, Leila Fahmy, Claire Andrews, Martin Hale

**WELCOME:** Daphne (CHAIR) welcomed everyone to the meeting and thanked all for their attendance.

I. **Minutes** of the last meeting were signed off.

II. **PFA moving forward** - Need to draw up bullet-point job descriptions for each role and to advertise for CHAIR and VICE CHAIR roles or 2 CO-CHAIR roles so people have more of an understanding of what is expected of them.

LB suggested a slightly more informal AGM where events are pre-allocated to each Year Group / Class with a potential target (£) to raise. AGM to be in July / early September. Date tbc.

DH reminded everyone that the PFA is a registered charity and the importance of having Trustees and submitting the accounts and financial statements. DH has drawn up a detailed document about the structure and charitable purpose of the PFA which can be found in the PFA Dropbox folder.

III. **TREASURERS' UPDATE:-** £11,181.31 Current Account. £3,515.96 Savings Account. Since September the PFA has made £11,277.

IV. **DONUT DAY** - rescheduled date will be Friday before the Easter Holidays = **FRIDAY 8th APRIL 1.15pm**. (LB & A-M D to run this)

V. **BAG 2 SCHOOL:-** The PFA wish to thank everyone for their donations today - ***the total raised was £68.80.***

VI. **SCHOOL DISCO - Saturday 26th March** (2pm - 5.15pm = 2 x 1.5hr discos so everyone can attend) JS and SE to organise as before - **UPDATE:-** Approx 75 tickets sold for each Disco. 11 parent volunteers for 2pm Disco so far and 7 parent volunteers for the 3.45pm Disco. LB to ask for few more volunteers in the school newsletter PFA section tomorrow.

VII. **QUIZ - Saturday 2nd April** - NT kindly volunteered herself and Charlotte Poole and their respective husbands to run a Quiz Night. **UPDATE:-** only 15 spaces left. NT to liaise with SR about filming some of the children in school asking the questions. Note to go out to ask people to bring £2 for Heads/Tails game. Cash bar. More tables needed from the shed. LB to add an update in the PFA newsletter section tomorrow.

**VIII. EASTER EGG HUNT - Saturday 8th April to Sunday 24th April** (2 week Easter Holiday)

Volunteers exhibit an Egg they have coloured in / decorated and put it in their window.

Participants purchase a Map Pack (map, sweeties, activities) and walk round Marlow finding each Egg on show. JS to organise as last year with the help of MH and VM. (A covid-safe event) UPDATE:- JS to liaise with VM & MH in coming weeks.

**IX. FOOD HYGIENE CERTIFICATE** - The PFA needs current members (and those who will be staying on next year) to have a valid Food Hygiene Certificate. Using the National Online Safety website the school is signed up to - there is an online Food Hygiene course available. CAR, DH & JS to do this course.

**X. SUMMER FAYRE - *potential date SATURDAY 21st MAY 11-2pm*** - As there have been no offers of help for the Summer Fayre yet, LB to compose an email to go out to whole school asking for offers of combined help in order to run the event. It was acknowledged that it is a daunting task to take on running the whole event, so suggestion made of a Sub-committee / breaking down the stalls to each class / year group. Asking for specific help - eg. volunteers to do face-painting. Summer Fayre suggestions:- Maypole, performances (Marlow School of Dance / Jane Douglass), bouncy castle (contact Henley Bouncy Castles as used before), food & drink, stalls - Nearly New clothes, books, plants, bric-a-brac, games - hook-a-duck, tombola, raffle, face-painting & nails, Silent Auction, cake stall, Little Aces tennis....  
All dependent on availability and volunteers.  
If enough volunteers - a Summer Fayre sub-committee meeting is proposed, to be held in a couple of weeks.

**XI. Zoom v. In person PFA meeting** - LB suggested that in-person PFA meetings are more sociable and bonding than online meetings. In the last Zoom meeting there were 21 people which was a very high turnout, but this Zoom meeting there were only 9 people so Zoom meetings don't necessarily mean larger turnouts. CR suggested hybrid meetings were a good way of working and more inclusive to parents who would struggle to get to a meeting at school. It was agreed that for the next 2 meetings the PFA would hold a hybrid meeting (in person AND online) and see what the numbers are like.

**XII. CLOSE OF MEETING** - DH thanked all for attending

**DATE OF NEXT MEETING = TUESDAY 3rd MAY - Daphne Howarth to CHAIR if no other volunteers.**