

Marlow Infant School: Parents and Friends Association
Fundraising Meeting
Tuesday 3rd May 2022 8pm - In person AND via Zoom

In person Attendees:-

Leanne Burns (LB), Mrs Reynolds (SR), Libz Dorsett (LD), Johanna Snell (JS), Caroline Robinson (CAR), Daphne Howarth (DH) (CHAIR for this meeting), Sophie Earnshaw (SE), Steph Tolkien (ST), Rachel Bourdillon (RD)

Online Attendees:-

Claire Robinson (CR), Nicky Thomas (NT), Martin Hale (MH), Claire Andrews (CA), Lauren King (LK), Jen Twomey (JT)

Apologies:-

Laura Newton, Joanna White, Liz Price

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** - LB has drawn up PFA job roles that have been posted online and advertised. **AGM** date has been for **THURSDAY 14th JULY** where the roles will be voted in. As long as there is a Treasurer and Secretary then the PFA can function. The AGM will be chaired by SE (current co-Treasurer). Advertise the date in the newsletter. A suggestion made for an informal **Meet The PFA** drinks / Back to School brunch / combined social event with a school event....as near to Reception's first day at school. PFA could host a breakfast with photos/slides in the background showing the enrichment trips, circus, May Fayre etc to show what the PFA have raised money for. The Class Rep roles will be key going forward to recruit people for events. It is likely there will be a new format for the PFA where each class or year group runs a particular event / raises a certain amount of money per term. Everyone in agreement that the May Fayre organisation seems to be working well with people taking responsibility for their own stall. However, still needs one person or persons to keep track of the stalls.

III. **TREASURERS' UPDATE:-** £11,036.41 Current Account. £3,566.05 Savings Account.

The Quiz made just under **£1000**

The Easter Trail made just over **£700**.

Accounts have been submitted to Clair Barry for her to sign off.

IV. **JUBILEE CUPCAKE DAY - Friday 27th May** - Instead of DONUT day on the last day of term, there will be a Jubilee cupcake day that will be sold while everyone has their Jubilee family picnic after school. LB and SE and everyone else too, to source cupcakes and either edible flags or flags on cocktail sticks to go in the cupcakes. Tea & coffee to be sold alongside too. Steph Tolkien, Kat Jacobs, Helen Gallop, LB and JS to help run the stall.

V. **MAY FAYRE - Saturday 21st May** - Stalls coming together and recruiting via Whastapp groups is working. Cake stall - DH and Beth Hall to have a meeting tomorrow to discuss. Potentially 2 categories for the cake sale - homemade cake and show-stopper competition to be

judged by either Mrs Reynolds or Dave Bull. Cakes to be brought in Friday 20th May or early Saturday morning before the Fayre. Judging to be at 11.15am. Beth Hall to do Risk Assessment. Simon Williams (Reception Dad) has designed the Fayre flyer. Kayleigh Bowers (Yr2 Mum) has designed the Fayre programme. SE to sort cash floats for each stall. Maypole to be at 11.45am? CR to look at Reception volunteers to go on the gate. SE noted that Recycling must be looked at for the May Fayre, particularly when tidying up afterwards.

VI. CAMP NIGHT - Saturday 9th July to Sunday 10th July - LB and Lorraine Mcenroy to organise. Mrs Reynolds to look at how many families there are in school. LB to liaise with SR about maximum number of pitches safely possible on the school field. There will be a tuck shop on site. School will open the toilets for use. The gate will be locked and there will be a rota for manning the gate. Pizzas to be offered for pre-order on ParentPay. £30 per pitch (including breakfast). NO fires, NO waterguns. Pitches will be offered to Yr 2 first as this will be their only and last opportunity. This will be explained in the advertising.

VII. SPORTS DAY - Monday 27th June - PFA to cook sausages, serve teas and coffees

VIII. END OF YEAR Class Tea Towels - DH and LK have offered to coordinate. Children will draw pictures of themselves and the teachers, in their classes before being submitted to Class Fundraising company.

IX. OPEN AFTERNOON - Wednesday 6th July, 4pm-6.30pm - Opportunity to see child's new classroom and teacher. Dancing and singing performances from the children. Pre-order pizza on ParentPay to have at the event.

X. ANY OTHER BUSINESS - SR explained there had been a Health & Safety walk round at school. Date to be made to clear out the shelves opposite the PFA cupboard in Staff Room, and to go through the PFA sheds outside and the internal cupboard. PFA working party date and potential skip needed tbc.

XI. CLOSE OF MEETING - DH thanked all for attending

DATE OF NEXT MEETING = AGM = THURSDAY 14th JULY 8pm - Sophie Earnshaw
(current co-Treasurer to Chair the AGM)