

Springhill Catholic Primary School

Parents' Association Meeting 23/01/2024 7.00pm

Attendees

Emma Bailey (EB)	Chair
Rosie Malhao (RM)	Deputy Chair
Caroline Mariner (CM)	Treasurer
Sony Abrahams	Marketing Officer
Charlotte Wake	Acting Secretary
4 parent/carer attendees	
Apologies	

Minutes

1. Welcome (EB)

Emma Bailey (EB) welcomed all attendees and thanked them for joining the meeting.

2. Minutes and actions of the last meeting (CW)

No actions arising from the last meeting.

3. Secretary role

Charlotte Wake (CW) has offered to join the PA as secretary. Thank you to Robin Jones who has stepped down but would very much like to still be involved with the PA.

4. Approval of PA finances (CM)

Raised £2,500 in winter term, thank you to all our volunteers and supporters. Current bank balance just over £10,000. Christmas hampers and Christmas festival raised about £1,000 each – most successful events of year so far. Teddy's bear picnic raised more money than last year.

Renewed PA insurance with Parent Kind.

£5,500 will go to the school towards the next piece of equipment for the playground refurbishment.

Discussed 2024 goal is to support the school in setting up their Forest Area.

ACTION: Get an artist's impression or visualisation of how the forest area will look and the benefits to the children.

5. Fundraising/events

Spring Term

- Christmas gift amnesty

This event is an opportunity for parents to donate unopened Christmas gifts (specifically items such as alcohol bottles or alcohol sets, toiletry sets, in date luxury items) for reuse at events such as the Summer Festival.

EB explained that she will get a poster done for this ASAP and parents will be asked to drop off donation gifts on Thursday morning 1 February. Volunteers welcome to help take collections.

ACTION: EB to arrange poster and Facebook event.

- Fat Thursday doughnut sale (Thurs 8th Feb)

This event is to sell doughnuts after school.

Discussed options around ordering doughnuts in advance to make it easier but some retailers work out more expensive and ordering online is not always a reliable. Emma will therefore approach the usual supermarkets to pre-order and collect on the day.

ACTION: QR code for payments CM to do.

- Mother's Day sale (Fri 8th March)

A gift stall will be available selling a range of mothers day items for children to purchase in time for mothers day.

Discussed buying new stock as feedback from Christmas festival was that many children/parents had already bought items we have in stock.

Agreed to spend no more than £250.00 on new stock. Suggestion of sweet cones to add to the stock with Mother's Day labels or bookmarks for children to colour.

ACTION: Everyone to look out for ideas of where we can source such stock. Email ideas to PA email.

- Easter egg hunt (Weds 20th March)

Jo McGillion happy to organise this event again. Discussed option of paying for egg hunt via scopay to avoid cash being handed in to school office. Agreed to trial it this year.

CM to confirm sponsor details and value.

ACTION: Set a meeting with Roxy to get approval for using Scopay. Add sponsor name when parents pay.

- School uniform sale (Fri 22nd March)

Second hand uniform sale after school covering all year groups.

Discussed a longer opportunity to collect donations from parents, ahead of the sale which would need a garage sort out pre-event.

ACTION: Parents to donate w/c 11 March after school. Garage sort out needed Friday 15 March/Saturday 16 March.

Summer Term

- Summer Festival (Sat 15th June)

The summer festival is usually the largest profit-making fundraiser organised by the PA. A separate committee would be set up to plan the festival.

Suggested to have a father's day sale at the festival as fathers days is the following day.

Friday 14th June – summer festival prep day.

ACTION: Set up a Summer Festival organising group like last year.

- School uniform sale (Fri 12th July)

Second hand uniform sale after school covering all year groups.

Want to encourage Year 6 parents to donate school uniform at the end of the summer term. Agreed parents can donate on Friday 19th July.

6. Dates of future PA meetings

Online on Tue 23rd April.

7. AOB

- Discussed other opportunities to sell uniform at new parents events in June.
- EB leaving this year. Bella has put herself forward for the Chair role.
- CM suggested we think about t-shirts/badges/hats for volunteers especially for the Summer Festival so that parents know who to pay etc.
- PA keys were recently misplaced – agreed we need a spare set.
- Discussed use of donated bags.
- EB will arrange for Bella to get a DBS from school.

ACTION: Speak to school about donated bags being made use of for food donations to families (from pantry).

ACTION: Second set of PA keys to be cut.

ACTION: Add to school newsletter about upcoming role for core group of PA. Check rules of replacement starting before AGM.

Join our Facebook group: 'Springhill Catholic Primary School Parents' Association'



Springhill PA provides both social and fundraising activities. All parents and carers are welcome to join in. Please email us at springhillpa@gmail.com to join the mailing list. We would welcome any suggestions or comments to the same email address –we also love to hear from volunteers ready to help us in upcoming fundraising events!