

Meeting Minutes Action points in blue Date: Tuesday 14th September 2021 (on Zoom)

Attendees: Christina Brown, Elliot Howles, Victoria Price, Sam Brown, Sally Bruin, Liz Beck, Rebecca McNulty, Rebecca Preston, Kim Venables, Sanjay Jain, Tara Thomson, Shefali Dhutia Gemma Nicolson.

Agenda:

1. Welcome and Introductions – CB
2. Apologies – VP
3. Report of Finances – SB
4. Review of events from last term
5. Upcoming events - all
6. Proposals for expenditure - EH
7. Correspondence - all
8. Election of officers – CB/VP
9. Any other business –all
10. Date of next meeting – EH/CB

Minutes (Taken by VP)

1. **Welcome** CB welcomed everyone and made introductions

2. **Apologies** VP had received apologies from: Michelle Larke, Stella McHugh, Simon Prior, Sarah Dawson, Hannah Pattani, Jenny Sharp, Diane French, Amy Wilson, Emma Dodd (standing down), Michelle Hammond (standing down) Sam Stevenson (standing down)

Whilst Michelle H, Emma and Sam Stevenson (Vice Chair) are standing down from the committee, they are all still willing to help out at events. Vics Price (secretary) is standing down and is willing to hand over any summer fair planning to whoever leads on this in the future.

3. Finances

SB had prepared the annual accounts for year end April 31st 2021

£6991.86 in the accounts currently.

SB has paid out for the lotteries licence from the Blaby District Council

[Petrina Horne \(KMPS Business Manager\)](#) is sending an invoice from school for the Year 6 leavers event which the PFA agreed to fund.

4. **Review of events last term**

Covid restrictions had prevented any events from taking place. We managed to generate and sell a virtual cookery and craft book for Christmas which was created on Canva by

Christina. Recipes and ideas were contributed by parents and members of the community and were well received.

5. Upcoming events

The fireworks have not been booked and this event will not go ahead as it currently stands. CB suggested that we might want to avoid booking big group events until Spring 2022.

CB suggested that we might be able to make Christmas present in the school to raise funds. EH agreed it would nice to do something for Christmas. We still aren't entirely sure what the year will look like. EH is happy to pencil some events in for Spring but not to share this with parents as we need to manage expectations. We could then review this in November and see how this is looking at the time. We should also maybe plan an event that is moveable – for example, something where we have the bare bones in place but could push this on two weeks on easily if needed.

CB proposed the idea of a Halloween disco / fireworks disco. EH suggested is the downside might be that if we book this in, we might have to cancel a year group a very short notice if they have an escalated number of cases and this would cause upset for the children and disruption.

LB asked if the children have some kind of Christmas parties in classes that we could add in to. EH confirmed that there will be a Christmas parties but we aren't sure what they could look like at this point. There's just so many variables and this makes it really difficult to predict.

CB suggested that as the bank balance is healthy, we might be able to fund a theatre group coming in. EH suggested that if we plan for class bubbles and then we could scale it up for a year group and then for key stages and maybe for whole school. [EH will have a think about this.](#)

6. Proposals for expenditure

EH has nothing large to spend money on this year but one of the things that did come up was the wet play boxes which were a real hit with everybody. It may be that we top up the boxes. [CB will talk to Sam Stevenson about what was in there in the first place.](#) Also it would be helpful if the class representatives could get idea for what they'd like to have and then we can tailor the boxes to the class requests (within reason). [EH please can you ask the class reps to think about this](#)

Once we know what we are doing with events, then we might be able to think about bigger items.

7. Correspondence

CB lent items to the dog show. [We need to update games in the shed for summer fair as lots of it is broken and needs replacing.](#)

8. Succession planning – election of new committee officers

VP and CB explained how the committee works and how events work and that it doesn't follow that the officers (Chair, Vice-Chair, Treasurer, Secretary) have to lead the events. Others are very welcome to take the lead and will be supported. People who have previously run events are happy to share that information and all the planning documents already in place.

Kim Venables expressed an interest in helping with events.

Sally Bruin volunteered to be the secretary and Liz Beck agreed to be the Vice-Chair. Appointments are for one year and we don't anticipate this being too busy.

9. Any other business

None

10. Date, time and location of next meeting Meeting date to be set in November to discuss potential options for Christmas [CB to contact EH to arrange this](#)