



PFA Meeting Minutes

Date	08/10/18	
Attendees	Jade Jones (Co-chair) Katie Moore (Co-Chair) Emma Norris-Jones (Treasurer) Dal Sangha (Secretary / Nursery Rep) Emma Morgans (Reception Rep) Anneka Muka (Y1 Rep) Jen Seabridge (Y1 Rep)	Rae Green (Y3 Rep) Christine Hodgkiss (Y4 Rep) Jade Brindley Anna Saunders Sarah-Jane Edwards Natalie Davies
Apologies	Selina Childs (Y2 Rep) Sarah-Jane (Y2 Rep)	
Next meeting	Friday 19 th October, 8.45am – cancelled – new date TBC School hall	

Agenda: Meet and Greet Bingo – Thursday 18th October

- Discussed how to play game of bingo
- Agreed running order of event
 - Play up to 4 games with refreshment break and chance to mingle in the middle of the four games.
- Agreed range of refreshments and prices to sell on the night
- Decided upon roles needed:
 - Bingo caller: Emma & Immie
 - Sell refreshments (hot & cold beverages, cobs, sausage rolls)
 - Sell Raffle ticket
 - Selling of bingo games / dabbers
 - Collecting tickets at door
- Preparation pre-night
 - PFA members volunteered to make sandwiches and prep hall

Action points

Update PFA display board.

Rae

Request for drinkable donations to be sent out on letter

Katie

Buy refreshments to sell Buy dabbers to sell	Emma
Organise prizes for the 4 games	Emma to make hampers. Dal to organise voucher
Organise raffle tickets & prize	Katie / Emma
Make / buy decorations	Rae

AOB

- Christmas fair
 - PFA are very enthusiastic about having a Christmas fair. Feel it will bring community together and it has a sense of tradition.
 - Idea to keep it simple: inviting companies to hold stalls, charging them to pitch etc.
 - Will discuss further at next meeting.
- PFA account
 - The PFA members are committed in building the Birches community spirit and raising funds for the school to support our children's education. Many ideas were discussed in the last meeting and members are enthusiastic about the future events.
 - Emma raised ongoing account access issues. Katie suggested meeting with Mrs Ferretti to resolve, possible solution discussed.
- St Nicholas PTFA & Birches First PFA
 - The idea for a Christmas fair was proposed at the AGM but it was felt it may be too much to organise this year and access to the hall could be an issue. On hold for this year unless alternative site available for use. Those present understood the decision but were very keen for another year.

**Next
meeting**

TBC