

Minutes for the Oakhurst Parent Fundraising Association
Thursday 24th May 2017

Present:	Wendy Smart – Chair Lorraine Mostafa – Accounts Officer	
In Attendance:	Haley Amato Amie Poole-Thompson – Deputy Chair Becky Maddern – School Liaison	
Apologies:	David Hutchins Claire Hutchins Tim Howe Hayley Clayton Gemma Askwith Laura Little	

Item (a)	Discussion and Decision (b)	Action (c)
1	The meeting opened at 1840	
	Introduction and Apologies / Previous Minutes	Wendy
1.1	Apologies as above.	Wendy
1.2	Everyone agreed with the previous minutes. Price of items to sell at Band in the Park event was discussed.	All
1.3	Lorraine updated on the status of the bank account application. We are currently waiting to hear back from the bank.	Lorraine and Wendy.
2	Band in the Park	
2.1	The viability of the event was discussed and it was decided that due to no tickets being sold and the cost of the band, we would cancel the event. This will allow us to focus on the end of term event.	Wendy to speak to Mr Mead, office staff, Link magazine and update FB. Lorraine to update twitter. Amie to cancel Mayor.

3	Operation sunflower	
3.1	Date of the event will be Friday 7 th of July 5-7pm. The pros and cons of Friday vs Saturday were discussed. It was decided to stick with Friday as planned as it seems to be well received by other schools in the area. It was suggested that it may be worth holding a Christmas event on a Saturday to compare attendance of both events.	All
3.2	We agreed to ensure that as we are only holding the event for two hours, that the stalls will be operating the while time and we would pack up at 7pm.	All
3.3	We discussed the issues surrounding selling alcohol at a school event. It was decided that the work involved and the associated risks were too great. No alcohol to be sold.	All
3.4	Amie offered to contact a provider of a PA system for the event. Becky also suggested that Mr Draycott may allow us to use his.	Becky to speak to Mr Draycott regarding the PA. If not available Amie to speak to her contact.
3.5	We discussed which stalls and games we would be providing. A separate list to be completed and shared on the FB group.	Amie or Wendy to upload list to FB.
4	Lanyards	
4.1	Wendy handed out lanyards with the PFA logo to everyone in attendance. These will hopefully help parents to recognise us and approach in the playground/events.	Wendy to provide absent members with lanyards at next meeting.
5	Meeting Schedule	
5.1	Wendy confirmed that she had spoken to the school and that the Community Rooms were not available from the date of this meeting due to the afterschool clubs held on Thursdays and that they needed confirmed dates as far in advance as possible. Wendy confirmed that Wednesday's the Community Rooms were available if that suited the group, this was discussed and agreed. An alternate/backup meeting location was discussed and it was suggested COSTA above NEXT at the ORBITAL as a good option.	Reception to be informed last Wednesday of each month till the Beginning of the Summer Holidays
7.1	A.O.B	

<p>7.1</p> <p>7.2</p>	<p>Lorraine updated us on the progress of the T-shirts for the PFA. The initial colour choice hasn't printed very well. Lorraine will speak to her sister and get back to us on choices available.</p> <p>We discussed the issue of being able to hold meetings in the community rooms in the evening. We were unable to access the room this evening so were forced to hold the meeting on the floor in reception.</p>	<p>Lorraine to update us on FB when she hears about options.</p> <p>Becky and Wendy to bring this to the attention of Mr Strange during their next meeting.</p>
<p>8</p>	<p>Date of Next Meeting – 18.30 on Thursday 8th of June 2017. To be held at Costa in Next.</p> <p>The meeting was Closed 1931 hrs.</p>	<p>Chair</p>