

**Minutes for the Oakhurst Parent Fundraising Association**  
**Thursday 29<sup>th</sup> June 2017**

|                |  |  |
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| Present:       | Wendy Smart – Chair<br>Lorraine Mostafa – Accounts Officer                           |  |
| In Attendance: | Becky Maddern – School Liaison<br>Claire Hutchins<br>Gemma Askwith<br>Hayley Clayton |  |
| Visitors:      | Paul Strange – Deputy Head   |  |
| Apologies:     | David Hutchins – Secretary<br>Amie Poole-Thompson<br>Hayley Amato                    |  |

| Item (a) | Discussion and Decision (b)  | Action (c)             |
|----------|--|------------------------|
| <b>1</b> | <b>The meeting opened at 1803hrs</b>   | Chair                  |
|          | <b>Introduction and Apologies / Previous Minutes</b>   |                        |
| 1.1      | Apologies as above.  | Chair                  |
| 1.2      | Minutes from previous meeting dated 24/05/17 were read and agreed.   |                        |
| <b>2</b> | <b>Financial Report</b>  |                        |
| 2.1      | It was confirmed that we had now received £1000 donation from the school to assist with financially getting the PFA going with organising and holding the Summer Fayre.  | Wendy, David, Lorraine |
| 2.2      | The Accounts Manager confirmed that she has all the costings for the Summer Fayre and is keeping a running tally.  | Lorraine               |
|          | The Float for the Stalls is being organised by Lorraine and will be issued and collected on the day be her.  | Lorraine               |
| <b>3</b> | <b>School Website</b>  |                        |
| 3.1      | Chair raised the question over Schoop and the information it puts out in relation to events. Mr Strange confirmed that Schoop has a diary alert that is automated and can sometimes be quite blunt and to the point. |                        |
| 3.2      | Mr Strange confirmed that Denise the School Finance Manager is responsible for the School Website and a check will be done to confirm that the PFA have Tab on it.   | School Finance Manager |

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| <b>4</b>   | <b>Communication</b>   |            |
| 4.1        | The Chair asked Mr Strange what was the best way to communicate with the school and he confirmed the two email address that can be used, one for the Admin Team (admin@oakhurst.swindon.sch.co.uk) and Mr Strange direct (mrstrange@oakhurst.swindon.sch.co.uk). |            |
| 4.2        | The Chair confirmed that the PFA Logo will be sent to Mr Strange to be used on Newsletters etc.  | Wendy      |
| <b>5</b>   | <b>Meeting Schedule</b>  |            |
| 5.1        | It was agreed to send Mr Strange the schedule of the dates for the PFA Meetings so he is able to identify if and when he would like to attend.   | Wendy      |
| <b>6</b>   | <b>Summer Fayre</b>  |            |
| 6.1        | It was discussed and agreed that Tuesday 04/07/17 at around 1830hrs in the Community Room the donated bottles for the Tombola would be labelled up as well as other pre-event actions.   | All        |
| 6.2        | Mr Strange confirmed that PFA can enter the school grounds earlier than the Fayre start time if need to help set up, it was also mentioned that Year 6 might be available to help with setting up as well.   | All        |
| 6.3        | It was also confirmed that should the weather turn bad we will be able to use the Main School Hall.  |            |
| 6.4        | On the day the Committee will have the floorplan and everyone that is helping on a stall will be issued a Purple Wristband to entitle them to free Entry, Water and Hot Dog.   | Committee  |
| 6.5        | Bouncy Castle users that pay for Unlimited Access will be issued a Yellow Wristband.   |            |
| 6.6        | The school newsletter goes out on Tuesday 04/07/17 and Mr Strange agreed to put in a reminder for cake donations.  | Mr Strange |
| <b>7.1</b> | <b>A.O.B</b><br>None   |            |
| <b>8</b>   | <b>Date of Next Meeting – T.B.C.</b><br><br><b>The meeting was Closed 1910hrs</b>  | Chair      |