

11th January 2019

Chair: Veronica Burci
Vice Chair: Grahame Warby
Joint Treasurers: Ben Rodgers and Kyoung-Won Park
Secretary: Rachel Brown

Minutes of St Joan of Arc Meeting

Present: Veronica Burci (Chair), Grahame Warby (Vice Chair), Kyoung-Won Park (Treasurer), Rachel Brown (Secretary), Briana Doerr, Michelle Mejie, Andrea Becker, Giusi Coppola, Aine Stewart, Nuala Madden, Mel

Agenda:

1. Welcome
2. Approval of last meeting's minutes
3. Update on accounts
4. PA communications Channels
5. Update on Quiz Night – 8th February 2019
6. Committee Reports for 2018/19:
 - PA subs
 - Raffle
 - Planning for Auction, 11th May 2019
 - Volunteers
 - Uniform and Cake sale update
 - Easter Eggs
 - Fete, 30th June 2019

1. Welcome

The incoming committee introduced themselves and welcomed everyone in attendance.

2. Approval of last meetings minutes

The minutes from the PA AGM on Friday 16th November were approved.

3. Update on accounts

There is currently £4,500 in the PA account. The following has been raised so far:

- £943 from the cookbook sales (a further £210 to follow)
- £1,400 from cake and used uniform sales (September – December)
- £216 from Christmas cards (total profit for cards was £400, reduced by £184 to cover costs for children's Christmas chocolates)

The cost to produce the Christmas cards is high (£1,800). The group agreed this should be reviewed, and other suppliers be considered. Kyoung-Won to send invoice for cards to Veronica.

4. PA Communications Channels

Briana Doerr talked to the group about current PA communication channels and strategies to improve them:

- Agree single statement that clearly communicates PA's mission
- Agree campaign objectives for 2019
- Identify stakeholders and the different ways they can be targeted
- Update PA Facebook Group and website
- Consider public social media account such as Twitter and Instagram (Ambler and Gillespie schools actively use Twitter)
- Encourage best practice amongst PA class reps to spread updates (such as WhatsApp, email)
- Utilise easy poster creation apps (such as Canva) for events posters and attention-grabbing posts
- Agree simple hashtags to use everywhere in communications

Group agreed that there was lots of room for improvement, and that a separate brainstorm was required. Brainstorm to take place on Friday 1 February, 8:50. Location tbc

5. Update on Quiz Night, 8 February

- Doors to open at 7pm, and Quiz to start at 7.30pm.
- Tickets are £15 and include food (fish and chips or vegetarian option). Tickets will be on sale on Tuesday 22 January at 8.40am in the school playground.
- There will be a cash bar (wine, beer and soft drinks) and a raffle.
- Portico are the sponsor.
- Posters are due today and will be on site on Tuesday. Additional posters to be put in nursery and reception for new families.
- The quiz has been communication in the school newsletter. Veronica to contact class reps to share information with families early next week and ask the school office to send a text later in the week.
- Most volunteer roles are filled, the following are still required:
 - 5 people to set up for 40 mins from 3.30pm in the big hall
 - 3 people for food and drinks from 6.30pm
 - 1 person to support Richard and Claudia who are running the bar
 - 5 people to mark the quizzes from 6.30pm
 - 2 people to sell raffle tickets from 6.30pm
 - 5 people to clean up from 10pm
- Heads or tails game £1 entry, 3 bottles of wine for winner
- Quiz prizes: bottle of fizz for each person on the winning table (8 people), and wooden spoons for the losing table.
- Raffle prizes include: 2 x £50 vouchers from Highbury Butcher, iPad (donated by Portico), family ticket (4 people) for Little Angels Theatre. Prizes to be publicised on separate poster.
- Grahame to be quiz master. Father Gerard suggested to call the raffle (to be confirmed)
- 1 table to be reserved for teachers
- Alcohol and events licences are in hand
- Quiz is being written

- Last year the food took a long time to be prepared and served which was an issue. Orders need to be collected asap once a table is full, and extra runners needed taking orders. It was agreed that pre-ordering will be too difficult. Extra snacks to be available to buy at the bar.
- 1 page timeline to be prepared and distributed to ensure evening keeps to schedule

6. Committee Reports for 2018/19

- **PA subs:** Shannon will send out a letter in February to collect subscriptions; this is our only opportunity to claim gift aid
- **Raffle:** (discussed above)
- **Auction planning, 11 May 2019:** we start looking at list of roles to be filled volunteers for this to have a clear picture
- **Volunteers:** (discussed above)
- **Uniform and cake sales:** next stall 18 January
- **Easter eggs:** Families will be asked to donate small Easter eggs and children will need £1 to take part in the class raffles for a chance to win a larger Easter egg
- **Summer Fete, 30 June 2019:** need to start planning as such a major event. Entertainment A separate committee will be formed for this before the next PA meeting in March DATE
- Agreed we need additional people to shadow existing volunteers for each item so we do not need to rely on the same people every year.

7. Next meeting:

Friday 1 February for Communications workshop, followed by quick meeting to discuss Quiz night.

Upcoming Events 2019

January	Cake & Uniform stall	18 January	15:15
February	PA Communications Brainstorm & Quiz Night final planning	1 February	8:50
	Cake & Uniform stall	8 February	15:15
	QUIZ NIGHT	8 February	19:00
March	PARENTS ASSOCIATION MEETING – Auction night update / Summer Fete start	1 March	8:50
	Cake & Uniform stall	22 March	15:15
April	PARENTS ASSOCIATION MEETING – Auction night update / Summer Fete start	26 April	8:50
May	Cake & Uniform stall	10 May	15:15
	AUCTION/BBQ	10 May	18:30
	PARENTS ASSOCIATION MEETING –Summer Fete	22 May	8:50
June	PARENTS ASSOCIATION MEETING – Summer Fete	7 June	8:50
	Cake & Uniform stall	21 June	15:15
July	SUMMER FETE	6 July	12:00
	Cake stall only	12 July	15:15