



Minutes of Holy Cross Parents Friends Group Meeting

Date: 13th September 2019, Holy Cross Primary, 1.30pm

Present: Tammie McNamara (Headteacher), Christa Bales (Parents Friends Group Coordinator), Teresa Horden (Office Manager), Ruth Duesbury (Parent helper), Rhia Cash (Community helper), Karen Greaves (Parent helper), Angela Majaji (Parent helper), Catherine Rush (Parent helper), Paula Keightley (Admin Assistant)

Apologies: Claire Snowdon (Parent helper), Emma Wilson (Parent helper), Keelie Douglas (Parent helper)

Noted by: Teresa Horden (Office Manager)

	Discussion	Action
1	Introduction: Opening Prayer. CB welcomed everyone to the meeting, and apologies were given. No Business Interests declared. CB explained the main purpose of the meeting and relevant agenda was circulated (attached).	
2	Update: The new 'Hut' 'Reading Pod' has now been installed. The total cost of the project was £11,835 leaving the PFG account at a balance of £4,373.45. CS has opened a new PFG bank account, the balance can be transferred from the Trust account. TH to contact OLOL Finance Team to arrange a transfer following completion of the end of year accounts. Match funding for the new proposed Community Hub has been agreed by Sports England. There is a possibility OLOL Trust will match fund the rest if Sports England agree for the building to be used for Pre School Provision during the day. TH will update on progress at the next meeting.	TH to contact OLOL Finance Team TH to update group re. funding

<p>3</p>	<p>Charity Status:</p> <p>TH explained the requirements needed for the Parents Friends Group to be set up as a charity. As the new bank account had now been set up nominations for Trustees for the Group needed to take place.</p> <p>Nominations for Trustees Roles were discussed and agreed as follows:</p> <p>Chair – Christa Bales, nominated by PK seconded TM</p> <p>Vice Chair – Ruth Duesbury, nominated by KG seconded by CB</p> <p>Secretary – Claire Snowdon, nominated by CB seconded by RD</p> <p>Assistant Secretary – Catherine Rush, nominated by CB seconded by RD</p> <p>Treasurer – Teresa Horden, nominated by CB, seconded by TM</p> <p>Assist Treasurer – Paula Keightley, nominated by TH, seconded by CB</p> <p>TH circulated the Holy Cross Parents Friends Group Constitution. This was discussed, agreed and signed.</p>	<p>TH to register Parents Friends Group with the Charity Commission</p>
<p>4</p>	<p>AOB:</p> <p>TM asked the Group about the possibility of funding £50 to each class for reading area in their classrooms. The Group agreed.</p> <p>Hucknall Christmas Tree Festival was discussed. Theme of ‘Climate Change’ was agreed. RC offered to create a ‘recyclable tree’ and each class are to decorate a branch. CR agreed to create 7 branch themes for each class.</p> <p>The Big Sleep Out discussed and agreed. KS2 to be invited to attend a sleep out in the school hall on Friday 6th December to raise funds and awareness of homelessness for a local charity. CB to make soup and the site manager (Neil Pascoe) to arrange waste cardboard collection from Ikea for the floor. TH to contact local homeless charity to arrange an assembly prior to the event. TM to speak to staff about the night at the next staff meeting and ask for volunteers.</p>	<p>TH to speak to class teachers</p> <p>RC to create a Christmas tree</p> <p>CR to create branch themes</p> <p>TM to speak to staff</p>

5	Next Meeting: Next meeting was arranged for Friday 4 th October 2019 at 1.30pm.	
6	Close: Meeting closed at 3.00pm.	