



Cardinal Newman PA Meeting 8th June 2010 Minutes

Attendees

Karen O'Neill (Chair), Tanya Bruno, Bernadette Wood, Caroline Close, Catherine McCormick, Julia Viner, Catherine Milnes (minutes), Lou Cronin, Maryam Nash, Ms Keany.

Apologies;

Koren Forbes, Natasha Howe, Audrey Manzi, Jane Joyce, Emma Johnson, Freddie Driessen, Debbie O'Brien, Jackie Burns, Mandy Green.

Actions from last PA Meeting on 27th April

None

Feedback from previous events

The meeting all agreed that Isabel Drummond had carried off the Circus organisation brilliantly, and single handedly! However, concerns were expressed about one person having to take all the responsibility for such a key event; for example, offers of help made 2 weeks earlier, were acknowledged only a few days before the event by which time volunteers had other commitments to honour. It was discussed that in future, a little more forward planning at PA Meetings could allow a team to coordinate an event, thus spreading the load.

The Circus was a virtual sell-out with all but 12 tickets sold and profit made in the region of £1200. Final figure to be confirmed to Karen.

Update/status of Summer Fair 3rd July

A band/music for the Caribbean theme was proving expensive and elusive, with the result that nothing has yet been booked. Various suggestions and alternatives were discussed as time was running out.

Action:

Bernie to contact Mr Stoesser to check availability and prospect of providing relevant themed music.
Catherine to email Ken Herbert for ideas for other possible bands.
Caroline to 'Google' other bands.

The deadline for a decision on final musical choice was set for Tuesday 15th June by which time all ideas were to be submitted to Audrey and Karen, by email.

The raffle tickets are due on 15th June and will be sent out as quickly as possible, thereafter. All Class Reps have been notified of their Fair stalls. **Action:** Karen to chase Jo McNair, Year 5.

Reminder of the year group responsibilities:

Reception	- Cake Stall
Year 1	- 'Good as New' (incorporating second hand uniform) to be named The Gift Shop
Year 2	- Pims Tent
Year 3	- Bouncy Castle
Year 4	- Hair braid/face painting
Year 5	- Sweet tombola
Year 6	- Entrance, raffle & party night tickets

Children to run - stalls; lucky dip, hook a duck, penalty shoot out, nail painting, treasure map etc
Teachers - Tombola Bottles
Cardinal Café - Denise, Kerry

For the Parade it was agreed that a competition will be run for the children to make head-dresses and dress-up. **Action:** Karen to include article in the newsletter. **Action:** Bernie to ask the School Dance Finalists to perform. A prize-giver needs to be asked.

Karen reported that Neil Davis is happy to liaise with the 5 volunteer dads from Reception Year so that they can run the BBQ – it is stored in the school shed and has been repaired after the Circus.

Action: Bernie to follow-up her photographer-contact from The Herald, for external publicity, and also to double-check any issues regarding permission needed before taking pictures.

Action: Catherine to draft a general note, to be distributed to all the school, after draft circulation to all relevant parties asking for:

- (1) Cakes (Reception Year) for delivery am/pm on Friday 2nd July or morning of 3rd, preferably large cakes rather than fairy cakes.
- (2) Donations to the Year 1 stall – to be known as The Gift Shop – along similar lines to the Xmas Secret Present Room, ie, good quality gifts. Donated uniform will also be for sale. A box will be placed by the Hall for donations by 25th June, pref.
- (3) Fill a Jar where a child fills a jar with one type of any item which will be sold on the Teachers' Tombola stall. Donations also by 25th June.

Mufti Day will be generate bottles for teachers' Tombola.
A separate note will be despatched, as usual, for the Cardinal Café.

Karen reported that, sadly, Rochells Estate Agents were not now willing to advertise the Fair on their boards. Following discussion, the Meeting felt that Agents should be approached earlier owing to the many demands made to them by other schools, etc.

Action: Notification of the Fair to be included in St Erconwald's and All Saints' church newsletters, by Catherine and Sarah Rice, via Caroline.

The Fair's timing was agreed as noon start and 4pm finish. Gazebos will be erected by each Year.

Ms Keany

Update on the Prayer Garden

The PA has generously provided £12,000 towards the Prayer Garden. The Governors have funded an ornamental gate created by a local artist working with children's designs. A new supplier has been found for the gazebo. The aim is to have the garden open to coincide with the Pope's visit and the beatification of Cardinal Newman – 16 to 19 September. After this, it is hoped to open the garden once a week with, for example, a thermos flask available for coffee. Finally, Ms Keany would welcome any ideas to celebrate the event.

Action: ALL.

Ms Keany asked (and thanked) the PA following its agreement, to contribute to the purchase of Visualisers for use in classrooms and which allow a child's work to be projected onto a white board, via computer.

AOB

Next Meeting – PA AGM on 22nd June, 8pm.