

**Cardinal Newman Parents Association
Wednesday 18th May 2011**

Attendance;

Karen O'Neil, Ms Keany, Catherine McCormick, Caroline Close, Catherine Milnes (minutes)
Vanessa McQuillan, Sarah Pacitti, Natalie Crabb, Denise Dedman, Katie Tyndale, Pippa Claydon,
Mary Edenborough, Beckie Ennis, Kerry Kelly, Denise Scannella

Apologies;

Audrey Manzi, Koren Forbes, Bernadette Wood, Jane Callari, Debbie O'Brien, Mandy Green, Jane
Cursons, Jenny Federico, Kate Rice

Actions from the Last PA meeting – March 2011

PA Disco – parking issues

Emma Johnson spoke to the Council, however, the letter received in reply to the conversation
appears to have missed the key points we were trying to make. **Action: Karen to follow up and
clarify.**

CM asked to set a date for 2012's disco – agreed as Friday 10th February 2012 – so that she can
contact Peter Smith, the DJ, and book now. Georgie Burgess also has an alternative contact and
Sarah Pacitti's contact (who has run previous discos) may be available for booking, if necessary.

Burhill Ball – possible May Ball for Cardinal Newman

Caroline reported on the successful format of the Burhill event. **Action: CC to research venue, eg,
Burhill Golf Club, and costs with a view to a fundraiser for school parents and their friends
next year.**

Kitchen Renovation

An initial quote has been received with drawings from Benchmarx, a company recommended by Mrs
Forbes, of approx £4,000. Ms Keany explained that extra work would also be needed for
partitioning, ventilation and decoration, as well as 2 further quotes. **Action: Ms Keany to progress
and, at the relevant time, to seek comments from those parents who use the kitchen-are for
comments on the revisions.**

Summer Picnic – Friday 20th May

In hand, weather permitting. Poster put up on Tuesday 17th May and new parents to be invited at
intro-meeting on Thursday 19th May.

Summer Fair – Saturday 11th June

Fair set-up/gazebos Caroline Close suggested that a team arrived early on the day to erect the
gazebos. Karen explained that preferably each Year Group was responsible for their own and
explained that 2-4 people were needed to set up the 9 gazebos. **Action: those who can, to arrive
at 10.30am to set-up.**

May Pole dancing Mary Edenborough was present at the meeting with Vanessa McQuillan to
discuss requirements and logistics; all in hand. Cost per dance was agreed at 20p ,or 50p for 3.
Maypole will be sited close to Bouncy Castle, not in arena – but can be moved as day and other
events progress. Music to be played by Mr Stoesser's sound system and Mary/Vanessa to supply
suitable dance CDs from school. **Action: Year 2 children will be asked to volunteer to conduct
demonstration-dance.**

Summer Fair Newsletter to be compiled and coordinated by Catherine Milnes and Koren Forbes
with all requests for help, donations, etc and entry forms for Cardinal Newman's got Talent and Lego
competition. **Action: CM to email Class reps for contributions by Monday 23rd May pm, to
distribute before start of half term.** Reminder note to be included about Match Funding.

Local Community Officers have offered to come to the fair and security mark bikes and scooters.

Ms Keany's suggestion for a bike obstacle course to be **actioned by Becky Ennis with Miss Blair.**

Year Group Stalls

Reception - Entrance - in hand.

Raffle now to be managed separately by Sarah Pacitti (Year 4) to avoid a bottle-neck and donations being actively sought. **Action: Top 5 prizes to be agreed by Karen and Audrey for printing of raffle tickets. Action: Catherine Milnes to arrange for her husband to check/clean the bike donated as raffle prize.** (Collect from PA shed.)

Year 1 - Cupcake Stall, in hand

Year 2 - Nearly New Uniform – donations to be sought and the supply from School Group room to be collected, washed and ironed - **Action.** Also, 2 hanging rails ordered for presentation.

May Pole – in hand.

Year 3 - Pimms & BBQ. In hand, Pimms, fruit and lemonade to be bought.

Year 4 - Bouncy Castle, in hand. One ordered by Audrey.

Year 5 - Café / Hair Braiding & Face Painting, all in hand.

Year 6 Games. To include wire game. Swap Shop in hand – no advance donations to be sought as need to maintain quality!

BBQ – Dads' Team

Tombola - Teachers

Jars - Catherine McC

Sweets - Mandy & Lizzie

Ice Cream - Salv Callari

Other ideas for games in the school field were put forward by Kelly, eg, Zorbing. **Action: Karen to discuss costing with Debbie and advise Kelly.**

Karen has spoken to Curchods who made a very generous £250 donation plus offer to pay for printing, instead of boards. She also circulated another donation idea where the school receives a fee for introducing parent of the school-clients to sell their properties.

Katie Tyndale offered to contact local paper to encourage a photographer to come on the day.

Fair posters

Action: Karen to chase Karen for progress on printing and distribution before half term. The idea being that parents put in their cars.

Party Night – 16th July - change

Unfortunately Johnny & the Herberts have had to cancel. A suggestion has been put forward to hold an alternatively themed Family Night instead with a BBQ (run by Freddie) and bingo games. To be held in hall, 6.30-8.30pm so that parents come with children. **Action: Karen and Audrey to finalise with Denise Dedman and Katie Rice.**

Ms Keany's Report

All agreed that the new windows and play area looked very smart.

Ms Keany has received a quote for approx £10,000 for the Hall sound and lighting systems. The aim is to install before Christmas 2011.

AGM date

Date finalised as 13th July. Action – all to attend. Debbie to invite new parents.

Any Other Business

The PA have been asked to fund year 5 and 6's football kit, having bought the girls' netball tops. All agreed. **Action: Audrey to speak to Miss Blair (or Mr Tyndall) about requirements.**

2011 children's Christmas cards. Vanessa McQ asked to book a print date now, for a few days after October half term, so that there is more lead time to encourage parents/children to create their drawings for the Christmas cards.

No volunteers are yet forthcoming for Audrey, Karen and Koren. A general discussion ensued with various options discussed about how the PA could run without a 'lead/chair'. For example, each year group leading the relevant PA meeting in the period before their activity. Or, a group spreading the organisational responsibility. Karen advised that now that each year group manages an event, the workload has become much easier, however, everyone agreed that coordination of the Christmas and Summer Fairs needed overseeing. **Action: ALL.**

It was suggested that more promotion of the PA could be undertaken at the Social Evening for new Reception parents and through the newsletter with a brief explanation of the PA/Class Reps' roles. **Action: ideas for discussion at the AGM.**

NEXT MEETING – AGM, 13th July AT SCHOOL