



## The Barlow Parent, Adults and Staff Association

Thursday 9<sup>th</sup> November 2023, 7pm at Barlow Club

### Meeting minutes – 9

#### Attendees:

Naomi Durham  
Charlotte Dobson  
Leanne Cooper

#### Minutes:

- 1) The meeting opened with reflection on the Pumpkin Party and suggest what went well and what didn't. ND commented that the timings needed to be readjusted next time as it was too long. Probably look at future events like this 1 and half hour's maximum. CD said that we had probably got too many sweets and drinks for tuck shop as this wasn't as popular especially as we had given drinks and bag of sweets out with tickets. Chocolate was the most popular so this is something to consider next time. We think that we will possibly do sweet cones next time if we do want to do anything so once bagged up they look more appealing to the children. Tattoos were very popular as was the lollipop game. ND had seen a wooden version of this game for approx. £10 which would be a good investment for future and LC and CD agreed and so passed this for buying. **(ND to action buying this)**. Mrs Briggs was still collating how much was raised on the evening and to receive the receipts in for expenses so the final figure will be confirmed in the next meeting.
- 2) Hot Chocolate sales commence this Friday (10<sup>th</sup> Nov). A dairy free cocoa powder has been purchased and LC will purchase dairy free squirty cream so we need to ask Mrs Briggs to send this out on text to parents to advise that there is a dairy free option. **(LC to purchase items for sale & ND to speak to Mrs Briggs)**
- 3) LC asked if we had made any progress with a noticeboard for BPASA to be displayed within school grounds so parents / carers know where to go for latest information on events etc. ND confirmed that school had said they would make the purchase on our behalf (out of our funds). **(ND to chase up school)**  
It was noted that 'Welcome gift bags' had gone out to all parents / carers one day after school which seemed to be received well. The idea behind these were to introduce ourselves through the leaflet and promote what we wanted to achieve and what events we had planned. The other key point we wanted to try and do was gain interest in people volunteering with us. Whether this is 1 hour or 1 event to others hopefully joining the committee. This is ongoing for all committee members to try and push. **(CD to look at designing a recruitment poster that we can send out and put up around school)**.  
CD also said that she would type up the feedback form and ask school to send this out for us via email and hopefully parents / carers can give us some feedback on what they feel we could do better or what they would like to see us organise etc **(CD)**  
ND said that her and MD would be getting together and spend time going through the Parent Kind website that we signed up to for insurance purposes; to gain more insight into what we need to be completing and what we should be looking at etc. **(ND & MD)**
- 4) Christmas. Talk then turned to Christmas

ND had approached school to see if there was a possibility of holding the KS1 nativity at Barlow Club as we feel that following feedback from parents that this would be a more suitable venue for comfort but also for the children to have more of a presence. School are still to confirm if this is possible. (ND to liaise with school and feedback to committee and Ann at the club). Some committee members would be available that day to help school if needed but also to provide drinks and refreshments

ND said she had designed a poster to advertise asking for donations and will send to school for this to go into the newsletter but also promote to wider community (ND)

It was agreed that we would hold 3 separate raffles for the winter raffle, one colour ticket sales for each wheelbarrows contents. We will sell tickets at £3 a strip or 4 strips for £10. We need to organise promo photos of the wheelbarrows with some prizes in so that we can start advertising sales. (LC to organise)

The idea was then raised of holding a Quiz night and decided that whilst we would struggle to fit this in before Christmas and with families probably already having a fuller diary that we would organise this for the first Friday of January – just before the children go back (Fri 5<sup>th</sup> January 2024) and would be 7pm – 9pm. Finer details to be confirmed in next meeting but thinking £5 a team. (CD happy to organise the quiz questions)

The final suggestion of the evening was for the children to design a Christmas card. Winning entry will be judged by Ann from Barlow club and the winning design will be printed onto card and go out to school families, businesses that have supported us this year and some of the local community. It was agreed we need to get this organised ASAP so entries to be returned by 20<sup>th</sup> November (ND to liaise with school and to obtain card for the cards to be printed)

**The meeting concluded and the next meeting to be held on Thursday 7<sup>th</sup> December at Barlow Club, 7pm.**