

PSA Meeting Minutes
Venue: School Hall
Monday 16th January 2017

Present: Jeremy Payne, Victoria Leamon, Jo Garo-Falides, Sarah Dewey, Angie Howard-Tomes, Rachel Preston, Allie Stopler, Sandra King, Roz Parsons, Bruce McDonald, Michelle C-E

Apologies: Rebecca Weigh, Emma Johnston, Susie Kirby, Julia Macey, Richard Preston, Anita Kaur-Simon, Sarah McDonald, Kerry Smith, Holly Shawyer,

(CC: Jeremy Broyd, Peter Leddin, Ally Brown)

Rachel Preston standing in for Kerry Smith this evening. RP welcomed Bruce McDonald to his first meeting and invited committee members to introduce themselves.

RP invited Mr Payne to open the meeting with a prayer.

RP invited review of last events:-

Winter Wonderland Review

Committee agreed all went well. There was a good buzz in the hall and the activity lasted the full event rather than petering off. The choc tombola in particular lasted the whole event and we had some chocolate left over which enabled us to make a donation to another charity and have an after-school sale. The higher ticket price didn't seem to be an issue and really helped to increase profit margin for the event. The new location worked really well in quelling the scramble of previous years. The only issue being the queue clashing with the santa queue; so entrance / exits need to be swapped.

VL noted that we had many donations this year and all year groups really played their parts so fantastic team effort. Special thanks to Mr Payne, Mr Broyd and the teachers who helped push the event and attended.

MCE confirmed Final Profit: £1,242.90

Class Christmas parties Review

The PSA Donated classrooms gifts which cost £346.70

only feedback from JP was that the teachers were expecting refreshments for the children, as in previous years. PSA agreed maybe this was missed and this would be reviewed again next again. Committee also noted we should send in more communications to staff so that they know what to expect.

The presents received for the classes were really well received and have been very useful for wet play.

VL to find photo showing what children got as gifts so that this could be advertised.

Christmas Craft Review

MCE confirmed final profit of: £277.95

AHT raised that one complaint had been raised by a parent that the event should be free for every child as children could be disappointed if they have forgotten their money. Committee debated the point and was agreed this would not at all be feasible given other donations we make. This event is a fundraiser. We increased the advertising for this event plus gave 1 weeks' allowance for payments but this will be increased again next year and 2 weeks allowance will be given.

JP noted that traffic on the school website is definitely picking up and coaching parents that this is the go-to place for information should help in advertising events in general. The PSA also agreed that more Teacher / PSA communication will also serve the events much better in the future as we become more organized.

SD had received a suggestion from one parent that the craft became the Christmas party activity but this was rejected by the committee as the class gifts rainy play day gifts were really useful donation to the school which the kids loved and the craft really goes to help paying for this.

Mufti & tuck shop Review

MCE confirmed profit £417.41

Film Club Review (Secret life of pets)

MCE confirmed profit of £188.56. This is down on previous profits of £320 and £212 from last 2 film clubs. Committee were not entirely sure why this is, only that the costs will change for each event as stocks need to be replenished at different times.

SD noted that the start was stressful with children arriving differently from different classes and some teachers didn't return lists with children being checked off. This again was noted as better planning for the registrations process and for whole event; and better communication being needed next time between PSA and Staff and helpers so everyone has full, clear instructions for how the event is going to be run.

Christmas Cards

AHT confirmed this was a big success and still extremely popular. **MCE confirmed final profit £467.96**

Carol Service - Y5&6

SD & RP confirmed this worked very well holding it in the hall. More people came in and there was a lovely atmosphere. RP handed in donations of £32.69 and receipts.

MCE confirmed PSA donations so far:

£2500 - lunch tables

£500 - Christmas tree (SK to make enquiries re getting next year's tree donated; but JP also disclosed his plans to the committee for next years plans to involve the children in this).

£346.70 classrooms Christmas gifts

£625 - Christmas Pantomime (committee agreed to pay whole amount as normal).

JP confirmed the kids loved it. Mrs Dodd has taken photos which JP will put onto school website next week with a thank you to the PSA.

We are currently now standing at a loss for the year so far of £380

However, total currently in bank: £3,600

PSA raised discussions for fundraising targets. Suggestions so far have been for Air-conditioning or Stage Lighting however JP has various plans in the offing so asked committee for potential budget to work with and would come back to us at the next meeting with proposals.

MCE gave poss budget (based on last years' fundraising) of £4,000 by the end of July. However, if a large project / target is required a longer time period before we make the next donation is of course possible.

The Targometer is ready to go!

MCE confirmed other accounts news

- The PSA account now has a debit card so stock purchases etc can now be made on that.
- 4 signatories are now approved on the account: Allie Stople, Sarah Dewey, Angie Howard-Tomes and Michelle Crawford-Ellis. Rayna Warriner is also still on there as she opened the account but MCE is now working on paperwork to remove her.
- Finally, MCE confirmed we do have the facility for parents to pay directly into the PSA account. This could be used for parents to pre pay for events and MCE confirmed she is happy to administrate this.

Upcoming Events:

PSA Disco & Mufti – Date Agreed - Friday 24th February

AS to Lead. Rayna already booked.

Reception – to be held in Golden time 2pm-3pm - £1

Yrs 1-2 3:15pm – 4:15pm – All Inclusive - £2.50

Yrs 3-4 4:30pm-5:45pm – tuck shop - £2.00

Yrs 5-6 – 6pm - 7:30pm – tuck shop – £2.00

Committee also agreed to add £1 donation for mufti if not coming to disco

SD to do the shopping. Cartons of juice, crisps, sweets. New Tuck shop to be bought as nothing left.

AS to liaise with RP for helpers.

Deadline must be deadline – but advertising should be increased. VL to ask HS to prep poster.

Mothers Day Gifts & Crafts (26th march) – Friday 24th March

AHT Leader

Left over crafts to be used up. Few new shop items to be bought plus more daffodils as these were very popular. Max £2 to be spent on the day. Single item purchase.

In hall TBC by JP

Easter Colouring Competition – Deadline Tuesday 4th April – winners announced Friday 7th (or maybe thurs 6th as not sure could be squashed into ½ day so TBC)

SD to lead. 50p to enter. Eggs displayed in classrooms and office staff to judge and choose winner from each class for the prize.

Easter Egg Raffle on the Friday 7th April (or maybe thurs 6th as not sure could be squashed into ½ day so TBC)

Last year was given to teachers to run. Mini egg to all entries. £1 to enter to win large egg.

Spring Film Club – Friday 31st March – (Suggestions - storks, trolls, angry birds - TBC)

AS to do ticketing.

SD to Shop

RP to Lead

Other items (to be discussed at next meeting)

- World book Day – March - TBC
- Ice-cream Sales
- Swish – committee thought too complicated (KS to explain at next meeting)
- Travelling Trends – committee pref this option but KS/SK to contact and agree date. Hoping for Late April / May. TBC at next meeting.
- Fathers Day shop - date to be set
- **Summer Fayre - RP confirmed date has been set for the 24th June. RP to lead.**
- JG-F raised that Emma Johnston has volunteered to arrange eco drop bags. Committee Agreed. EJ to contact company and inform committee of date.
- JG-F raised point to send thank you letters for donations to companies
- VL to get template. Committee agreed whoever acquires the donation should be responsible for arranging the thank you.

MCE – wanted to say big thank you to JP for the carols round the tree thank you and the snow machine. Committee agreed all were extremely appreciative.

NEXT Meeting: Monday 27th February 2017