

PSA Meeting Minutes
Venue: School Hall
Monday 24th April 2017

Present: Alastair Brown, Victoria Leamon, Jo Garo-Falides, Sarah Dewey, Allie Stopler, Sandra King, Susie Kirby, Angie Howard-Tomes, Roz Parsons, Michelle C-E,

Apologies: Kerry Smith, Emma Johnston, Sarah McDonald, Rachel Preston
Anita Kaur-Simon, Julia Macey, Rebecca Weigh,

(CC: Jeremy Broyd, Peter Leddin, Jeremy Payne)

AB opened the meeting with a prayer.

VL gave apologies for KS and said she would chair meeting and invited reviews of;

World Book Day - Thursday 6pm - 7pm

Susie Kirby confirmed was a very popular event with many more people attending than we had thought. Difficult knowing which children had had hot chocolate and who hadn't as they moved rooms. So a structure needs to be planned for next year. Also, many parents stayed so would suggest we can give to children for free but sell to the parents in a seating area!

Mothers Day Stall - Gifts & Crafts - Friday 24th March

AHT confirmed the event was more popular than last year and that practically all the stock was sold so a real success.

MCE confirmed event profit of £305.11

Spring Film Club - Friday 31st March

AS confirmed all went well

MCE confirmed event profit of £233.35

(Low costs on this one as we were using up past stock of crisps and drinks etc).

Easter Colouring Competition & Easter Egg Raffle

SD asked to pass on big thank you to the teachers to running and the office staff for judging. AB confirmed all went well. Feedback from children that they love this and has become part of the Easter routine. The winners was particularly proud of the laminated certificates and that their names were called out as part of worship, so this was much appreciated by the committee.

MCE confirmed event profits....

- Colouring Competition: £86
- Easter Egg Raffle: £118

Table top sales

Jo-GF ran Yr 2 table sale Friday 17th March after school - Sweets & chocolate tombola

MCE confirmed event profit of £86.05 which the year group would like to be put towards their class trip. MCE to give cheque to school office.

VL confirmed we have had no more requests to run other stalls apart from RW who might for year 4.

Upcoming Events:

VL passed on message from Emma Johnston for reminder that "Bags to School" is this Friday – reminders to go out on Facebook pages and parentmail please?!

We need helpers to load bags from under the tree Friday morning, to probably onto the stage? (*or may just open the hall so that people can directly drop them in there*). Mr Brown to confirm on the day. AB will also organize group of children to help load onto the lorry when it arrives.

The lorry can come up the drive or into back carpark.

Travelling Trends - Thursday 11th May

SK gave run down on event and current status. She is still requiring Models for the event as well as helpers on the door and bar. She has 10 volunteers so far for models but not necessarily right shapes and sizes. AB sent message to all female staff and is liaising to get volunteers – possibly Tracey Allen, Charlotte & Nicky Bowen have now said yes.

Must sell 60 tickets or more! **All helpers have to buy a ticket.**

We get ticket sales and profit from refreshments.

Depending on how many tickets sold, we get a small cut of total of sales on the night (3%-5%).

VL to design tickets and print and drop to school office for AS to photocopy and guillotine.

100 tickets to be printed on first print run but could sell more. (max hall capacity: 216)

Selling tickets has to be our main focus now. Advertising – posters are in hall windows but we need to organise under tree sales asap (probably from Weds) to get profile up. (RP to get rota organized) SK will go around the playground talking to parents. VL to ask class reps to sell and push it.

MCE to arrange little float ready for Wednesday (£5s) and SK to leave a clip board with paper ready to write down names of people who purchase all to be left in office ready for ticket sellers

Helpers on the night required: -

1-2 on door

2-3 behind bar (shifts?)

Kerry from Travellings Trends needs to be in by 5pm and will need access from back car park into the hall. She will do all the set up but helpers will be required to set up refreshments / bar from 6pm at latest.

Anita doing hair and makeup

Doors opening 6:30pm to start at 7pm

VL to check with JB if he can set hall up. Stage in middle, chairs facing. Tables at back for bar and 1-2 tables for extra seller – possibly Neal's Yard.

Refreshments

SD & Sandra to shop. MCE confirmed they could use the PSA credit card.

Prosecco, Red and White Wine - Charging £2.50 per glass

Soft drinks.(incl Lemonade to use up larger)

Crisps and snacks.

SK has hired glasses from Waistrose – SK to pick up on the day.

SK confirmed she will also do a Raffle on the night if anyone can get some prizes.

Travelling Trends gives a voucher

Neals Yard may take a table and they'll donate a prize.

SK to ask Rachel Etheridge for beauty voucher. **All committee members to see what else they can get?**

Fathers Day shop - Friday 16th June

Will go ahead.

New stock to be purchased - AHT is prepared with what to buy.

MCE to ask AFCB for donations ??

Summer Fayre - Saturday 24th June. RP to lead.

VL confirmed RP says things are running smoothly with Fayre preparations. AB attended the last meeting so gave update: _

Peter who has been running the Marathons this year might open it? AB checking

Yr 5 doing the programme, Yr 2 splat the rat, Country dancing yr 3&4

Dog show, choir,

School to staff bottom playground, parents must stay with children though.

Donations to church 4 previous Friday mornings, however, half term means will have to split.

Friday 26th May - Toys books - Will also be Mufti day for last day before half term.

Friday 9th June - Tombola and Raffle gifts

Friday 16th June - Tins & Bottles

Friday 23rd June - Cakes and plants

This will also be another mufti day and will also be the balloon launch day to announce the fayre!

Other Dates for your diaries:-

w/c 8th May - Sats week

w/c 15th may - walk to school week

Friday 19th May - AB asked committee if we could organize help with marshalling a fun run around Kings Park - every child will be taking part and this will be raising money from Malawi. AB asked if PSA could also source water for water stands. SD to ask Penny for donations.

RP to ask for volunteers to marshal.

Friday 14th July: Teachers Quiz night for Malawi

Year 6 leavers disco will be on the 7th July (i think!? Hazy).

Rayna is the DJ (already spoke to her), so if school wants summer disco will have to have on that date but keep year 6 separately.

Allie to leader

The presentation night for year 6 is Thursday 20th July this year.

As most of the helpers for that are now year 6, a new team will need to be assembled.

Sandra King confirmed to be Leader

SD to shop.

Production dates still TBC

Kerry usually runs this but can't this year, so someone else will need to do it.

Ice-cream sales

Jo and Anita Leading - Aiming to start Friday 19th May after fun run.

JG to liaise with MCE for floats. Stock can be purchased with credit card.

AOB:

- AB reported that JP has alternative **funding target** for the PSA and has decided to put the heated outdoor classroom on the back burner as he may be able to source other funding for that.

The school have now been looking at joining a **new reading scheme** which is much more exciting and rewarding for the children than the current scheme, plus offers further progression for the children once they reach the free reading level.

Initial figures looking at approximately £1k per year but AB thinks they can negotiate that down. AB and committee agreed it would be really good if we could use this as our push for the next few events and get these bought in readiness for the new 2017/18 school year. AB to send info to VL to put out into marketing.

- RP confirmed she will now be running **Uniform sales** every last Wednesday of the month MCE to go to office to collect funds which seem to have gone missing. Roz agreed to provide funds now in a designated envelope marked for MCE.
- **Sports day.** AHT to buy coloured clappers to sell at sports day for parents to cheer on their teams! Matthew Mark Luke and John.
AB to bulk buy the 4 coloured t-shirts and PSA will sell in playground. "Buy your sports day t-shirt" - £1 to buy £2 to sell. (This will cover cost of any extras for children who don't have correct colour on, on the day).

Rolling items (to be discussed at next / future meeting)

- Swish - to be saved for next year.

NEXT Meeting: Monday 5th June