

PSA Meeting
Venue: Staff Room, St James
Tuesday 15th October 2018 - 7:30pm

Present: Jeremy Payne, Victoria Leamon, Jane Scanlan, Rebecca London, Alex Carter, Allie Stopler, Rebecca Wadey, Amy Vicefield, Susie Kirby, Rebecca Wadey, Matthew Bowen, Amy Vicefield, Maxiane Fournighiai, Divya Soburrun-Bheekee, Adrian Galan, Alex Carter, Kate Walker, Helen Bishop

Apologies: Judy Parfitt, Maddy Thrower, Hannah Muir, Emma Johnston, Sarah Dewey, Jo Garo-Falides, Roz Parsons, Libby Woolner, Annette Hunswick, Sarah Meyer, Melania Dmyszewicz-Nascimento, Emilia Vartiwiw, Helen Humby, Angie Howard-Tomes, Gemma Harrison, Catherine Wood, Sarah McDonald, Kerry Smith

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

Jane Scanlan Chairing

JS invited JP to open the meeting with prayer.

JS introduced herself and welcomed new members.

JP also thanked everyone for coming and it was great to see so many new faces. JP explained that the PSA involves everyone in the school and does not need to be a select group. We try to keep the meetings very informal and people don't need to feel they have to attend every meeting and if we can get the minutes out to everyone, people can just shout when they see something they feel they can help out with. **Actions required will appear in RED in the minutes.**

Committee discussed how we get information out. Parentmails and Facebook pages are the main ways but Class reps are generally responsible for getting information around the classes and many year groups have their own facebook and whatzapp groups.

VL to put out details :... as follows

<https://www.facebook.com/groups/stjamespsapage>

(This is a public group for information for all the school parents and carers, not just committee members so please follow the link and follow to keep updated on events etc)

This is the one for class reps, so please can reps join if not already.

<https://www.facebook.com/groups/1149877895056565/>

And the main school page;

<https://www.facebook.com/stjamesprimaryacademy/>

JS checked in with RL to see how Treasury hand over is going and JP offered assistance should anything be required. RL is arranging a meeting with Michelle C-E so that she and HM can get full gauge on exact current financial situation of the PSA and to get their details swapped onto the account etc.

PSA card is also currently missing but committee confirmed it's with either reps taking drinks back or getting refreshment refunds. *Sarah Dewey: Please can you check with Janine PR?*

Activity night review

VL confirmed the event was a huge success with another record-breaking profit. RL confirmed that the profit is currently sitting at £1,400 but we are still awaiting some missing drinks receipt which is to come off that total, but we expect to still be sitting well above £1,000. Last year's profit figure was £690 so excellent job made by all and VL gave extra praise to all the class reps who did an amazing job of getting each section ready and manned.

HB gave feedback that she thought the event activities were well priced. As the PSA really tries to strike the right balance between raising funds and creating great experiences for our children this is very helpful feedback.

Committee also agreed that the event worked well with starting straight from school instead of later in the evening as in previous years and we catch a lot more people to come and enjoy.

AS asked VL to do thank you letter to Louis at Tesco for their donations of all bread rolls and sweets.

Mufti days

JP and committee discussed the importance of again trying to strike the balance between raising funds and not constantly asking for money from parents.

Committee agreed on the following mufti days for the next half term.

- To tie in with the 100th anniversary of end of WWI and various upcoming school projects; JP will be organizing some speakers to come into school and would like to make a donation to "Help the Heroes". **DATE TBC**
- **Christmas Tree mufti. DATE TBC** - Christmas Jumper day
- **Mufti for PSA winter wonderland donations - Friday 14th December**

Next upcoming events to be discussed:

Film Night

Date set for **Friday 30th November**

AS happy to lead and show someone the ropes on how this event works. Rebecca London to shadow.

Jane Scanlan to sort refreshments.

Film still to be chosen - Needs to be a "U" rating. Suggestions requested.

AS and JP to confirm Film to VL asap so that letter can be sent out.

JP confirmed equipment is sorted to run film

JP suggested Volunteer required to investigate joining "film club??" - www.intofilm.org

Christmas Social - Date agreed - Saturday 1st December

Venue TBC

Monty's or Brewhouse. Committee discussed various options and past years venues.

SK suggested we could arrange something in school hall

Could combine this with doing the wrapping for Santa gifts.

Leader required and Suggestions / activities to be decided at next meeting.

Christmas Craft

AHT has agreed **Friday 7th December** with JP

VL relayed AHT message to confirm Christmas class fundraising cards and merchandise orders all being sorted. She'll start ordering Christmas craft stock soon with the PSA card if that's ok?

Shadow person required to work with AHT to take over this event for next year.

Winter Wonderland - Friday 14th December 3:30pm - 6pm

VL to lead

VL confirmed this will run very much like activity night with games and refreshments etc being allocated out to reps and year groups to organize.

JP has received message on school facebook page from someone asking for a table at winter wonderland. JP to pass Victoria's contact details onto them and *committee can spread word too that tables are available to parents for £10 and please contact Victoria on evolutionlets@aol.com for further information.*

Further Christmas events - leaders and "shadowers" needed

- Advent Calendar - Christmas gifts for the children -
Note: on post meeting discussion with AHT the above activity has been done in previous years but has now been replaced by the Class Christmas hampers for as per below ...
- **Children's Christmas Parties**
Father Christmas - VL to book
Helen Hall to arrange Hamper gifts but **Leader needed to liaise with Helen?**
- School productions - PSA to provide Teas and Coffees
Leader needed to co-ordinate helpers for each event and stock check etc
(2-4 volunteers required per event to serve).
 - **Tuesday 11th December:** Year Reception Christmas Production 2pm & 5:30pm
 - **Wednesday 12th December:** Year 3 & 4 Christmas Production 2pm & 5:30pm
 - **Monday 17th December:** Year 1 & 2 Christmas Production 2pm & 5:30pm
 - **Tuesday 18th December:** Year 5 & 6 Candlelit service
Mulled wine and mince pies also at this one (wine glasses to be arranged / borrowed??)

AOB:

- **Donations Co-ordinator**
Maddy Thrower has kindly volunteered for this position. Thank you so much to Maddy.
- AG raised question regarding **how parents go about obtaining donations from their employer.**
JP to arrange meeting with AG and Peter Leddin in the office. *JP to give info to VL to put out on Newsletter / Facebook etc.*
- *JP to post minutes as a specific post on school facebook page* as well as going onto website to reach out to more parents.
- **“Bags to School”**
EJ sent message to confirm bags should be going out tomorrow in school bags ready to be filled for the **Wednesday 31st October**
- Y1 rep AC, raised point of parents attending PSA meetings with non-school age children and if they can be looked after? JP confirmed that within reason (not babies) this could be accommodated.
- *Post meeting Cat Wood asked to add the following action point: JP to provide an estimate for sound equipment for CW to submit a business case to her work.*

NEXT Meeting: - Monday 12th November 3:30pm - 4:30pm

NB: Vice-secretary required – to shadow VL and co-ordinate volunteers.