

**PSA Meeting**  
**Venue: Staff Room, St James**  
**Tuesday 12<sup>th</sup> November 2018 – 3:30pm**

Present: Alastair Brown, Victoria Leamon, Jane Scanlan, Rebecca London, Gemma Harrison, Kate Walker, Maddy Thrower, Sarah McDonald, Lindsay Bowen, Annette Hunswick,

Apologies: Rebecca Wadey, Jo Garo-Falides, Rebecca Weigh, Angie Howard-Tomes, Judy Parfitt, Emma Johnston, Susie Kirby, Sarah Meyer, Libby Woolner,

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

### **Jane Scanlan Chairing**

JS invited JP to open the meeting with prayer.

JS checked in with Treasurer: RL

#### **Last events totals**

- **October Activity Night - Record amount raised: £1,126.73**
- **Bags to School - Amount raised: £108**
- **Christmas cards / tea towels / mugs Raised £375** so far but few more late orders to come in.

**Thanks to Emma Johnston** who has kindly volunteered to take over this for next year.

RL confirmed **£7,900 in bank** at moment although she still working on getting full access to accounts.

JS asked have we got a specific target that we could aim fundraising towards?

AB confirmed discussions are in progress for Log cabin / temporary structure for studio (to be used for whole school for interventions / small workshops / dance / music lessons etc / physical activity space). This would be built on the back playground which is no longer used now the year group play times are staggered so that all children use the main playground.

Many other plans in place but **AB to discuss with JP what best use of PSA money would be.**

### **Saturday School Open morning**

Update from JS. Event was very well attended by potential new starters and 6 PSA members attended to do the teas and coffees and help sell the school. JS and AB felt like it was really good collaboration and day went very well.

### **New potential role/s needing volunteers: -**

#### • **Facebook Administrator**

VL described potential role for someone taking charge of updating the PSA facebook page with new events etc.

**Gemma Harrison** has kindly volunteered.

#### • **Website Administrator**

VL described potential role for someone taking charge of updating the school website (i.e. calendar events / uploading the Minutes / Newsletters / posters etc)

**Lindsay Bowen** has kindly volunteered to take on this role **and will liaise with JP regarding log-on / admin rights etc.**

#### • **Helpers co-ordinator / Vice-Secretary**

VL described potential need for someone else to have access to database of helpers to contact as and when needed and to take minutes in VL's absence.

**Post Meeting Note:** **Rebecca London** has kindly volunteered to take on this role. **VL to share admin rights with RL.**

## **Mufti days dates agreed**

- Friday 16<sup>th</sup> November - in aid of children in need
- Friday 30<sup>th</sup> November - Christmas Jumper day – To fund the St James Christmas Tree
- Friday 14<sup>th</sup> December - Mufti for PSA winter wonderland chocolate donations

## **Next upcoming events to be discussed:**

### **Film Night - Friday 30<sup>th</sup> November**

Leader: Allie Stopler

*Film still to be chosen – Needs to be a “U” rating*

*AB to confirm with AS which Film and confirm to VL tomorrow so that letter can be sent out.*

Jane Scanlan to do stock check and purchase refreshments

JS to liaise with Sarah Dewey / Allie Stopler on what needs to be bought.

JP confirmed equipment is sorted to run film in hall. Reception are not included in this event.

*Volunteer still required to investigate school joining film club “www.intofilm.org”*

### **Christmas Social - Date agreed – Saturday 1<sup>st</sup> December – 7:30pm**

Venue agreed: School hall

#### **Leader required**

*(need to check on responsibilities for locking up school etc).*

Bring your own drink (and glass) and sharing plate.

To be combined with wrapping all Santa grotto gifts.

**Gemma to put event on Facebook.**

**Lindsay / Victoria to put on School Website calendar.**

### **Christmas Craft - Friday 7<sup>th</sup> December**

Leader: AHT

Kate Walker to shadow

AB to find new location and liaise with AHT as we only have till 11:20 if we use the hall

### **Winter Wonderland - Friday 14<sup>th</sup> December 3:30pm – 6pm**

Leader: Victoria Leamon

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. **VL to send out this week.**

Normal Santa is unavailable this year for this date so GH, MT, AB and Peter Leddin all exploring other possibilities. PL confirmed should only be a few days for a CRB check for volunteer. **All to confirm to VL with updates ASAP.**

Sarah McDonald has been contacted again by Papa Johns who will supply pizza's for the event.

MT is sourcing Frankfurter sausages and bread rolls along with all raffle items. MT to liaise with VL re creating sponsorship poster and getting raffle tickets out in parents bags prior to event.

AB requested moving of the chocolate tombola to new location.

## Children's Christmas Parties

**Date confirmed – Wednesday 19<sup>th</sup> December**

*Committee members also exploring possibilities of Father Christmas' availability for this date too and to confirm to VL asap. FC is required to deliver Hamper gifts to each class so from approx 1pm-1:30pm . Time TBC with AB*

Helen Hall arranging Hamper gifts to value of £20-25.

*AB to check with teachers re any special requests and report to Emma Johnston or Helen Hall within next few days.*

Maddy Thrower has 420 Gingerbread men being donated / purchased by PDQ Precision Ltd and she is currently sourcing a bakery.

## **School productions – PSA to provide Teas and Coffees / Refreshments**

*Jane Scanlan and Sarah McDonald to stock check and report to VL after film night.*

*VL to co-ordinate for volunteers for each night.*

*(2-4 volunteers required per event to serve)*

- **Tuesday 11<sup>th</sup> December:** Year Reception Christmas Production 2pm & 5:30pm
- **Wednesday 12<sup>th</sup> December:** Year 3 & 4 Christmas Production 2pm & 5:30pm
- **Monday 17<sup>th</sup> December:** Year 1 & 2 Christmas Production 2pm & 5:30pm

Teas coffees juice & biscuits

- **Tuesday 18<sup>th</sup> December:** Year 5 & 6 Candlelit service

*Teas coffees juice, Mulled wine and mince pies also at this one*

*(VL to check with Rachel Preston re wine glasses to be arranged / borrowed??)*

## **AOB:**

- Committee discussed the point raised at last meeting regarding **how parents go about obtaining donations from their employer.**
- Peter Leddin, Office Manager, explained all companies are different but if a parent thinks they may be able to obtain funding, please speak with him and he will be happy to provide written confirmations etc.
- AB confirmed that school have had one quotation for the new sound equipment but awaiting 2 more and then can pass to Cat Wood to submit a business case to her work.
- Lindsay Bowen offered to run a quiz night from last school. Date to be put in diary at next meeting.
- Lindsay Bowen also mentioned opportunity for an Open air summer cinema event; which committee would also like to discuss at next meeting.

**NEXT Meeting:** – Tuesday 15<sup>th</sup> January 3:20pm

**Would volunteers for anything highlighted in red contact VL asap.**

**Many thanks**