

PSA Meeting
Venue: Staff Room, St James
Tuesday 15th January 2019 – 3:30pm

Present: Jeremy Payne, Victoria Leamon, Jane Scanlan, Judy Parfitt, Emma Johnston, Gemma Harrison, Rebecca London, Hannah Muir, Catherine Wood

Apologies: Alastair Brown, Maddy Thrower, Jo Garo-Falides, Angie Howard-Tomes, Susie Kirby, Roz Parsons, Allie Stopler

(CC: Jeremy Broyd, Peter Leddin,)

Jane Scanlan Chairing

JS invited JP to open the meeting with prayer.

Last events Update:

Film Night - Friday 30th November

RL confirmed this event raised £233.51

Leader: Allie Stopler sent message to say that all went well on the night except for the inordinate amount of kids needing several toilet trips. Perhaps we should ask parents to check with their children if they really want to watch the film before purchasing tickets.

Committee also discussed the need for a designated member of staff to be on hand should any behavioral issues arise and Mr Payne suggested that either he or Mr Brown should also be on hand to instruct the children at the beginning of the event to instill best behaviour.

Chairs should also be spread out more to avoid children annoying each other.

8-10 helpers were at the event but few more would really help.

Christmas Social - Saturday 1st December – 7:30pm

Venue: School hall. GH confirmed 5 people attended. Presents were wrapped in a couple of hours and nice gathering but a lot of work and responsibility in opening and locking up the school for so few attendees, so maybe back to a week night in a pub.

Christmas Craft - Friday 7th December

RL confirmed this event raised £126.48

Kate Walker had volunteered to shadow AHT on this. Can KW / AHT confirm to VL they have liaised?

Leader: AHT sent message to say thank you to everyone that helped. Lots of lovely new people as well as the regular superstars.

Children enjoyed the craft. Seemed to work well across the entire age range and boys/girls.

Committee discussed the same issue discussed every year of not everyone bringing in money and some children missing out. Colouring has been made available for those that don't but feedback was also that a few children lost their money and so how can more people be encouraged to take part / remember and can we find a better system for collecting the money??

The committee agreed we need to advertise more what the PSA pay for particularly around Christmas and that we need to balance raising money to pay for other treats for the children, such as the Christmas party gifts, pantomime show, Christmas tree etc.

Agreed that PSA section should go on the main school newsletter. VL to Liaise with Sharon Hughes in office.

There is a worry that if it's a contribution rather than "must pay" event even less parents may bring in a £1 so it may end up running at a loss (historically mufti days don't generate entire school contribution so think this would go the same way?). Committee also however, don't like children to miss out, especially at Christmas so committee agreed to maybe let all children participate next year, but if less people pay this will have to be re-assessed. Payments will be accepted via office the week prior to an event.

Payments for all events is a larger on-going issue to be assessed.....

J Parfitt suggested termly upfront payments which committee felt would be great if this could be administrated properly but how could this be done.

Committee also discussed on line payments system, which Mr Payne is looking into but many problems and costs with setting this up.

Buckets on the door for collating whole school event monies?

Mr Payne confirmed he will try to find better school system for money collection and will chat to office team for ideas.

Christmas Class Fundraising (cards etc.)

AHT confirmed another good year. Registered again so everything is in place for this year and templates will arrive as usual in September.

Some feedback from parents is that some were disappointed that some children didn't get an opportunity to do a design and others did but didn't have time to finish and so there were mixed receipts from all classes and year group.

Mr Payne and committee agreed that more instructions / discussion are needed between PSA event leaders and teachers, and that for activities such as this a plan should be implemented by Mr Brown or Mr Payne to set diary times for when and how to run the activity and instruct all teachers.

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

Leader: Victoria Leamon

Rebecca London confirmed profit for the event is £1,281

Children's Christmas Parties – Wednesday 19th December

RL confirmed Cost of hampers - £314.87

School productions – PSA to provide Teas and Coffees / Refreshments

Jane Scanlan confirmed teas and coffees were provided at evening events but if required could be done at day time performances too.

Only 2 volunteers needed at each event.

Upcoming Events to be discussed / planned and leaders required etc

Would committee members please contact VL to update and volunteer to lead upcoming events.

February Disco – Date Agreed: Wednesday 13th February

YR	- 2pm-3pm to be run by teachers
Y1,2&3	- 3:15pm - 4:30pm
Y4,5&6	- 4:45pm - 6pm

£3 per ticket

EJ confirmed Ben to DJ

Leader required to collate names of attendees – please contact VL to volunteer.

GH to create poster

GH to create facebook event

VL to send out ticket request info. (Money to office)

The day will also be a **Mufti Day £1 donation** for anyone not attending the disco.

Mothers Day shop - Friday 29th March

AHT to lead

Volunteer required to shadow AHT to take over this for next year?

Mr Payne to find space.

Easter Activities

VL to check with AHT??

April Film Club – Date Agreed: Friday 26th April

Volunteer required to lead

GH to create facebook event

June Father's Day Shop – Date Agreed: Friday 14th June

AHT to lead

Volunteer required to shadow AHT to take over this for next year?

GH to create facebook event

Ice-cream sales

Gemma Harrison agreed to lead this.

Committee asked to make easy pricing.

Summer fayre

Mr Payne confirmed a provisional date has been suggested as **Saturday 15th June** but needs to be confirmed with church.

A leader and separate committee of volunteers required???

GH to create facebook event

July Disco – Date TBC – Friday 5th Wednesday 10th or Friday 12th July ???

Reception to Year 5

Year 6 to be done separately by parents.

GH to create facebook event when date is confirmed

AOB:

- **Website Administrator:** JP confirmed Lindsay Bowen has been trained to update the PSA sections of the Website but JP to update calendar events.
- LB to uploading the Minutes / Newsletters / posters etc (& please check all events on calendar and liaise with JP with updates etc)
- JP to look into how we attach posters / info to calendar.
- GH to create Poster with dates for year for teachers for staff room and one for parents.
- Buckets to be used by teachers on all entry doors in the mornings for collection of mufti monies – Mr Brown to arrange.
- Mr Payne updated committee that the School have upgraded all AV equipment in hall i.e screen projector, sound system, microphones, 4 radio mics hardwired to new projector, blue ray player for DVDs all sound overhauled etc. This is an excellent resource for whole school.
Would the PSA like to pay for this? Committee agreed.
Amount TBC -
CW still liaising with large company to get part payment (possible £2,000). CW to update asap.
Total price was £5,500

Other business to be discussed at next meeting:

- 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: – Monday 4th March 7:30pm

**Would volunteers for anything, and any actions highlighted in red, contact VL asap to update.
Many thanks**