

PSA Meeting
Venue: Staff Room, St James
Friday 13th September 2019 – 9:00am

Present: Alastair Brown, Jeremy Payne, Victoria Leamon, Jane Scanlan, Rebecca London, Rebecca Wadey, Sarah Meyr, Hannah Muir, Kate Walker, Gemma Harrison, Kate Walker, Helen Hall, Jo Murphy, Rebecca Lent, Nicola Cartlidge, Fliss Brantingham, Sarah Isaac, Funto David, Jodie Spencer, Regina Horsfield

Apologies: Lindsay Bowen, Roz Parsons, Sarah Dewey, Emma Johnston, Susie Kirby, Annette Hunswick, Wendy Merchant, Maddy Thrower,

CC: Jeremy Broyd, Peter Leddin,

Jane Scanlan Chairing

Welcomed new attendees and opened the meeting with prayer from Mr Payne.

Update from Treasurer - Last year's events and profits

Activity Night £1,160
Xmas Cards £300
Bags for School – £100 **Emma J -- Are we doing this again this year?**
Film Night £230
Christmas Craft £120
Winter Wonderland £1,200
Disco £700
Mother's Day Coasters £65 / Shop: £100
Easter – colouring competition £80 / raffle £180
Father's Day £120
Summer Fayre £3,000 just under
Ice-creams £352.07
Sports Day T-Shirts £226.42
Mufti / Disco £600
Uniform Sale £162.50
Total Profit: - £8,770.47

2018/9 Spends:

Y6 leavers £299.69
Christmas Hampers £314.87
Sound equipment for Hall £5,925
Nativity Drinks £6.78
Christmas tree £998

Aims for this year – Jeremy Payne

Possibly some Hockey / Sports Equipment

Don't have particular needs from PSA this year as yet because the school has got other potential funding coming from a few other avenues.

In particular a potential grant of £12k which they are hoping to put towards a log cabin / outside classroom for on back playground to create some much need extra meeting / curricular room.

The school are also looking to create a vegetable garden to grow and produce food for which they will then create a community café at which children will serve the community. This could be something the PSA gets involved with. In terms of the wider scope for the school this year, we are expecting an OFSTED inspection as many changes have occurred since the last one 3 years ago and we need to concentrate on bedding in these changes before starting any new large-scale projects.

Committee also discussed being mindful of reducing plastic waste at all future PSA events and that we are trying to promote a healthy schools ie perhaps less sweets etc

Upcoming Events to be discussed / planned and leaders & helpers required etc

Would committee members please contact VL to update *on actions marked in Red* and to *volunteer where needed*.

September Activity Night - Friday 27th September

Victoria Leamon: Leader

Slush puppies & Bouncy Castle booked and Alcohol license obtained.

Allie Stopler & Alastair Brown on BBQ. AS confirmed Tesco's have agreed to donate the bread rolls. Burgers being purchased from Websters in Southbourne. Jeremy Broyd is lending PSA his Gas Canister and we will pay him £20 for use and gas.

Committee discussed possible games and new running routine for the event. As this event is to welcome new children from reception into the school and not a huge money-making event, committee decided that instead of charging per go on the games, we will charge a set fee and children will receive a hand stamp to play as much as they like making this much easier for parents.

Football / Basketball in bottom playground potentially to be overseen by staff – **Jeremy Payne to ask y6 boy to be goalie. Post meeting Note: Pre Y6 boys would also be willing to help on this - Oliver Leamon & James Rogers.**

Dart Board – in bottom playground in pergoda – **Can staff man this?**

Rebecca Lent to look into getting Candy floss machine.

In line with healthy school committee discussed possibility of Fruit Kebabs as well as some sweets on sale but no sweets as prizes.

Hannah Muir would like a table to advertise her party pack hire

VL to put out to class reps to come up with and organize games. Please let VL know asap any ideas you may have.

October Film Club - Friday 18th October

Leaders: Maddy Thrower and Gemma Harrison

MT sent apologies and message saying: she has information sheet on what's expected but needs to know more on permission slips and sign out forms etc. Jane Scanlan to discuss with MT and GH as the same procedure as for Discos.

JP JS GH to have meeting with Peter Leddin regarding paying for PSA events via parentmail and whether this will collate pick up / contact information as well? This would massively reduce manpower time.

JP asked for the refreshments to be looked at for this event ie being in line with healthy school. Committee agreed chocolate, sweets and crisps to be **replaced with a drink and popcorn.**

Event to be set up like a cinema where children arrive in hall collect their refreshments and sit down to watch film quietly. Parents will then only need to supervise toilet trips. Staff will help with crowd control.

GH to change poster to put out on parentmail.

VL to send GH / MT the info sheet with permission slip form to be updated for this event and sent out on parentmail.

Lindsay & Matt Bowen quiz night - Date agreed: 22nd November

Times have been booked into calendar as 6:30 – 10pm

LB / MB leading. Please let VL know if you need any assistance.

Is this families or just adults? Are posters in process?

VL to obtain Alcohol license?

November Disco?? -

Committee discussed if we think these should be run termly rather than only 2 per year.

Jane Scanlan happy to orchestrate this.

Perhaps to be held at the **beginning of January** to welcome school back as the Autumn Term is very busy.

Winter Wonderland - Friday 6th December

To be discussed at next meeting.

Christmas Craft - *Date TBC*

Leader: Kate Walker

Trying to be eco friendly as much as possible but still keeping fun for children. All ideas welcome from committee.

Christmas cards

Leader: Emma Johnston

Post meeting note:

...the teachers should hopefully have their packs with instructions info. Emma will collect the completed packs on

Friday 20th September at 3.30pm.

JP/AB to ensure Teachers are all aware of this.

New Roles filled:

Committee extends huge thanks above new helpers!

- **Film Club leader**
Maddy Thrower / Gemma Harrison have agreed to run this.
MT / GH to investigate school joining film club www.intofilm.org
- **Helpers co-ordinator**
Helen Hall
HH to contact new signups to welcome them, be point of contact and invite to next meeting.
- **Refreshments Leader** – For Various event throughout the year – need someone to keep track of stock & organize helpers when needed.
Regina Horsfield
RH and Jane Scanlan to talk regarding setting this up.

Roles still Required to be filled; -

Please contact Victoria at evolutionlets@aol.com if you are able to help out this year:-

- **Class Reps** required for all years. The more the merrier and less work for everyone!
- **Face painting leader** required to take charge of keeping equipment and paints stocked and clean and arranging helpers rota for events.
- **Nail Painting Leader** required to take charge of keeping equipment and paints stocked and clean and arranging helpers rota for events.
- **Large Event Co-ordinator**
Victoria Leamon currently runs The September Activity Night, December Winter Wonderland and the Summer Fayre – we are looking for someone to shadow and help head these events alongside Victoria.

AOB / Dates for Diary:

- Committee discussed themes and concepts for all future events and the need for better communication between leaders of events and staff; particularly if class teachers are being asked to do / run things in class time. **Leaders to produce crib sheets with instructions and concepts for teachers and this to be sent to Jeremy Payne or Alastair Brown in first place to convey and communicate to the teachers.**
Mother's and Father's day shop for example has a concept of the child choosing a gift for someone else and paying their own money for the item; some teachers have been confused with instructions and collated all money for the class and paid in bulk which isn't teaching the children the concept of shopping responsibility and money etc.....
- JP confirmed staff are expected to attend and help out at most events.
- **Check done on leaders for years event – see list below.**
- VL to send out sign-up sheet on parentmail to all year groups
- Lindsay Bowen to ensure calendar is updated
- Lindsay Bowen to upload the Minutes / Newsletters / posters to website

Items Rolled over to be discussed at next meeting:

- **Leavers night refreshments team?** (2019 team – Sarah Isaac, Sharon Hughes Victoria GF, Kerry Smith, Sarah Johnson, Susie Kirby, Helen Hall, Charlotte Crocker, Helen Bacon, Louise Dickinson, Lindsay Bowen) **How did it go? Get updated Refreshments list from Sarah Isaac.**
- Hannah Muir Eco friends Party pack hire.
- PSA storage (Cupboards / Shed?!)
- Christmas events.

NEXT Meeting: – Thursday 3rd October 3:30pm Creche available for St James pupils

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

Email: evolutionlets@aol.com

<https://www.facebook.com/victoria.leamon>

Text / Whatsapp: [07899 895902](tel:07899895902)

Many thanks

PTO for attachments.....

Please let Victoria know asap of additions, deletions changes etc before I publish.

Stacey W-R – please let me know your email address.

Year	Class	Name
YR	Seals & Dolphins	Stacey W-R
YR		Evonne Rogers
YR		Zoe Waite
YR		
Y1	Turtles & Otters	Kate Walker
Y1		Rebecca Wadey
Y1		Gemma Claire Harrison
Y1		Victoria Garo-Falides
Y2	Sharks & Stingrays	Alex Carter
Y2		Cheryl Cracknell
Y3	London & Paris	Emma Burton
Y3		Katy Errington
Y3		Jo Haynes / Murphy
Y3		Alison Jean Murguia
Y4	Madrid & Rome	Jane Scarlet
Y4		Jardine Perkins
Y4		Libby Woolner
Y4		Helen Hall
Y5	Washington & Beijing	Jo Garo-Falides
Y5		Helen Bacon
Y5		Janine Pink Rose
Y5		Kelly Bournemouth
Y6	Santiago Bogata	Victoria Dashwood
Y6		Caroline Halliday
Y6		Charlotte Crocker
Y6		Susie Kirby

Annual Events	When	2018 / 19	2019 / 20
September Activity Evening	September	Victoria Leamon	
November Film club	November	Maddy Thrower & Gemma Harrison	
Winter wonderland	December	Victoria Leamon	
Christmas Craft	December	Kate Walker	
Christmas social	December	Gemma Harrison	
Christmas Cards	December	Emma Johnston	
Kids Christmas Parties	December	Emma Johnston & Helen Hall Hampers	
Refreshments at Y5 & Y6 Christmas Candlelight service	December	Jane Scanlan??	
February Disco	February	Jane Scanlan	
Mother's Day Shop	March	Sarah Isaac & Cheryl Cracknell	
Easter Egg Raffle and Colouring Competition	March	Victoria Leamon	
April Film Club	April	Maddy Thrower & Gemma Harrison	
Fathers Day Shop	June	Sarah Isaac & Cheryl Cracknell	
Summer Fayre	June	Victoria Leamon	
Summer Disco	July	Jane Scanlan	
Ice-Creams	Summer Term	Jardine Perkins??	
Leavers nights Refreshments	End of Year	Sarah Isaac??	
Refreshments co-ordinator	Throughout year	Regina Horsfield	
Face Painting Leader	Various events	Volunteer Required	
Nail Painting Leader	Various events	Volunteer Required	