

PSA Meeting Minutes – 16.01.16

Attending:

S Asling, B Cox, D Dixey, H Foran, R Irvine, L Light, J Littlewood, K Lowe, N Nair, C Grieve, G Newby Grant, K Batey

1) Apologies:

L Elliott, C French, C Garrett, J Hamshar, S Myers, F O'Neill, E Pernet, S Pinder, D Stephens, L Broadhurst, H Lawrence, S Bacon, S Rawlins

2) Minutes of previous meeting accepted

3) Treasurer's report – see attached

4) Pillars proposal update

The school/PSA were approached by Pillars Estate & Letting Agents – also a parent at the school - to consider a sponsorship proposal. Diana outlined the proposal at the meeting. All present thought sponsorship was a good way of raising funds for the school but it was flagged that we should also consider our relationships with other local agents. Committing to one agent might harm goodwill from local agents who have historically supported the school. A syndicate proposal was suggested and it was agreed that this be considered further.

Next steps:

- **Draft a letter which can be sent to all agents to ask to meet with them on this issue –**
- **S Asling to draft**
- **Contact Pillars and explain the proposal – D Dixey**
- **Circulate list of items/events that could be sponsored to the PSA committee – D Dixey**
- **Any suggestions for items/ events that could be sponsored, please forward to Diana – All**

UPDATE SINCE THE MEETING: Since Diana & Sally have only a short time left with the school, Gus has agreed to take this action forward.

5) School funding requirements

The following items were agreed for funding:

- Headphones for iPads/laptops – 20 at £4.50 = £90
- Boxes to store maths resources - £200
- Numicon – K Batey presented on this useful maths resources which can be used by all year groups to aid their true understanding of numbers. It's very visual and can be used to support maths across the curriculum, e,g; number bonds, multiples, fractions – total cost approx. £6,000 (includes 6 sets per class, coloured pegs, base boards, number lines and training).

It was suggested that once Numicon is available, a parent workshop/demonstration would be valuable. Numicon sets could be purchased at cost and sold to interested parents with a small margin added for the PSA.

- C Grieve suggested the PSA invest in PAC testing equipment/training so that any equipment brought in to support events can be appropriately tested – **L Light agreed to take forward**
- Access to a defibrillator in school was also discussed – **C Grieve offered to review options for getting a free one**

6) Review of recent events

Bonkers for conkers (H Foran) – a fun event with approximately 40 entrants, raised c£300. H Foran requested support on a future event. **Jess** offered to help.

Fireworks (C Grieve, N Nair) – Went very well, just over 1000 attendees. Safety plan worked well, the hi-vis vests and walkie talkies were a good investment which can be used for other events. Looking at ways to reduce the bar queue in the future. Also need to reinforce the ‘no sparklers to be brought into the event’ rule. Request for an additional urn and some pots and pans was agreed. Nav & Christina happy to organise the event again. 2016 event will be on Sunday 6th November.

Christmas shopping evening (C Garrett, E Pernet) – A great event, enjoyed by all attendees. Main issue was stall holders couldn’t connect to wifi for remote payments but this was overcome. The event took over £1k but much of the profit is tied up in stock. Carly & Emma happy to run this event again next year. Next steps: **Carly & Emma to speak to Azmi regarding future solutions re wifi. Gus working with Emma & Carly to understand financials.**

Christmas Fair (E Pernet, S Bacon, S Johnson) – Another success. J Mumby has requested a change of date for Christmas Fair. Perhaps the second Friday in the month to avoid rehearsals for xmas performances. We will need to ensure there is no show the night before the Christmas Fair so that the hall can be decorated. **Emma, Sue, Sinead pick up with Mrs Mumby as appropriate re dates for 2016.**

Northbrook gift wrap and Christmas puddings (R Irvine) – Rachel agreed to continue this activity

Christmas cards & tea towels (B Cox) – The first year these had been run, they were very popular but a time consuming activity. Quite a few people missed the deadlines. When the cards arrived back at the school, they weren’t packed in classes which required significant sorting. Beth to feedback to fundraising creations and investigate options for this year. Happy to try again for another year. Tea towels worked well, agreed to stick with YR and 6.

School disco (S Asling) – Made £890 and received some lovely feedback, a fab evening. There were issues with ticketing with requests being made for tickets up to the day itself but it’s hard to eliminate this. Next Christmas, Sally’s son will have left the school. Sally to consider whether she’d be happy to come back and do the disco and/or lend her equipment to the school. Consideration also required for how ‘disco dudes and divas’ would be trained. Miss Alex was suggested as a possible alternative. If Sally were to continue with the disco, someone else would need to lead the event to coordinate the other aspects; bar etc. It was suggested that Karen Lowe might be best placed to take this forward.

Next Step: **Sally to consider her involvement going forward – S Asling**

7) Future Events

Quiz night (K Lowe) – Plan to hold a quiz night after Easter. Suggestions regarding alternative formats suggested – e.g. food/bar, writing own quiz questions – to raise additional money. Those who have attended previous quiz nights, agreed that the quiz master does add to the atmosphere. **Karen to supply dates and consider the format.**

Phil the Bag (L Elliott) – Lorraine arranged a Phil the Bag collection last week. 64 bags, awaiting cash total. She’ll arrange another before the end of half term. The new metal recycling bin is due to arrive mid February.

Teddy bear sales (L Elliott) – Sales are slow but Horsley bear will make an appearance at the Easter Fair. **It was suggested that Lorraine contact the Y6 reps who might like to promote the bear as a leaving gift.**

Cash in the attic (J Hamshar, C French) – Date in diary – 18th May. In their absence it was thought Julie/Charlotte still happy to take this forward. **Julie, Charlotte, please confirm.**

Easter Fair (E Pernet, S Pinder) – Date advised of 3rd March. Emma and Sam have this in hand but will need helpers on the day please. Sally offered the bunny costume for £80. **Emma/Sam to confirm by end Feb if they would like to buy the bunny!**

May Ball (J Whittaker) – Date confirmed of 6th May. Ball will follow a similar format to last year. Front row seats for the end of year shows (reception, KS1 & musical theatre) were requested for the auction of promises. **Lesley kindly agreed to look into this.**

Summer Fair (R Irvine, K Lowe) – A beach party theme has been proposed. Date 10th July. There will be a surf board to ride, last man standing again, possibly Punch & Judy, coloured sand shapes as well as all the normal stalls – but no cake stall. Karen and Rachel exploring whether they need to pay for a generator. Christina/Nav suggested the solution they used for fireworks – i.e. run a long cable from Trevor’s cupboard. WHVH have offered us use of the tables in exchange for an advert in the programme. There will be one competition for summer fair boards and the programme this year, along with guidelines.

Next steps:

- This will be Karen & Rachel’s last Summer Fair, they are looking for someone to take it over next year. **Volunteers please.**
- A new compere will also be required when Sally leaves the school. **Volunteers please.**
- Helen to let Jess/Beth know who is being contacted for Auction of Promises for the ball so they aware of this when contacting potential advertisers - **Helen.**

PSA Big Camp (H Foran, G Newby Grant) – A new fundraising idea was presented and met with enthusiasm. **Gus to contact the campsite to identify potential dates.** If too late for this year, we will pursue next year.

Market garden/healthy food event – this was an event that the school was previously considering but is no longer able to resource. Lesley advised they had been considering a local produce event including The bakery, honey producers, Grace and Flavour, Eden Belles (no meet and cheese). The caterer’s smoothie bike had also been offered. Also considered was an event selling healthy snacks in the playground. The summer fair team may look at incorporating elements of this into the summer fair but it was agreed not to take this forward as a standalone event at the present time due to other commitments. Perhaps advertise to see if there is anyone who would like to organise this in the next PSA communication (see below).

Popcorn and lollies (R Irvine) – Rachel to speak to Sue Bacon regarding popcorn and lollies in the summer term

8) Other

- Diana suggested a fundraising totaliser for the website. **Gus to communicate fundraising to Nicky Rapley on an ongoing basis**

- Miss Maclean is keen to have any ideas for house competitions. For example, children earn house points for helping with the summer fair litter pick, sending in Easter eggs for the Easter fair, participating in events such as Bonkers for Conkers, Cash in the Attic etc. **All to build this into any event you are organising, where possible, and link in with Miss Maclean.**
 - Online ticketing – Christina has identified a couple of options; Ticket Tailor (more sophisticated, personalised branding, download app to scan qr's) and Jumble Bee – monthly fee £15 plus VAT or 3% charge – **Christina offered to look into these further and report back**
 - Event organising – when organising an event, especially for the first time, please use the experience of other committee members whenever you need it. If you're not sure who to speak to, please speak to Diana or Helen in the first instance. If you are looking for volunteers to help with your event (and have exhausted your contacts) please use the PSA **parent** distribution list attached.
 - PSA newsletter – it was raised at meeting that it would be good to communicate to all parents about the PSAs recent achievements; the success of events and the items funded – e.g. Staging, KS1 shed, garden, MUGA and new PA system. Given that previous emailed communications have been largely unread, it was agreed to print a paper copy of the document as well as including it on the PSA section of the website. **Helen to email Katrina with details of what we have paid for and Katrina will engage the school council to help with this, also talk to Mrs Robinson for a quote regarding staging and PA system. Katrina to forward all articles/info to Helen to put together.**
 - AGM & election of new chair – Diana confirmed that this would be her last term as chair and invited applicants to be nominated for the role ahead of April's AGM. **Helen to issue AGM voting process ahead of the Easter holidays and circulate role descriptions.**
 - Sally has identified that the full lighting rig from The Wheelhouse is being replaced. **Sally to speak to Mrs Robinson to see if this is of interest to the school.**
 - Diana suggested a PSA Pub outing after half term at the King Billy. **Diana to confirm date**
- 9) **Date of next meeting** – Request from Lesley to avoid the night following a full governors meeting. **Next meeting (and AGM) scheduled for Wednesday 13th April at 7.30.**