

## PSA Meeting Minutes 21.9.16

**Attending:** Beth Cox, Christina Grieve, Cara-Lee Loganberg, Sue Bacon, Julie Hamshar, Hannah Hanson, Jane Martin, Liz Broadhurst, Jo Whittaker, Jane Mumby, Peter Hill, Gus Newby Grant, Rachel Irvine, Fiona O'Neill, Nav Nair, Emma Pernet, Jess Littlewood, Helen Foran

**Apologies:** Diana Dixey, Lorraine Elliott, Lucie Paulson, Sam Pinder, Debbie Stephens, Clarisse Daniels, Charlotte French, Katy Pepper, Haley Woodward

1. Minutes from previous meeting accepted
2. Treasurer's update – Gus talked through the attached, bringing the meeting up to date on another successful year. Mrs O'Neill asked that her thanks be recorded for everyone's efforts in raising £24,000 last year.
3. Peter Hill, School Business Manager, attended the meeting and provided an overview on the school's financial position. In line with other Surrey schools, he painted a picture of a challenging financial future. Whilst government funding has remained constant over the last few years, there have been no increases to reflect inflation and therefore, in terms of real income, budgets have effectively been cut. Coupled with high fixed overheads and staff costs, as well as expected significant increases in employers' pension contributions during the next few years, the school will need to carefully consider its expenditure. All non-essential maintenance is on hold and there is no budget for discretionary staff training. Historically, the PSA has funded activities which enhance the children's learning. However, in the current economic climate, it is increasingly likely that the school may look to the PSA to fund more essential items.

In principal, the PSA were happy to consider such funding. In addition, it was suggested that we use as many local contacts as possible, in return for some positive PR coverage. For example, there is a tree that will need removing – estimated quote of £1,500. Those in the meeting suggested some local contacts who may be interested at a much reduced rate.

**Lorraine Elliott/Beth Cox to discuss with their tree-surgeon contacts**

The school shared with the PSA their current funding requirements:

- KS2 will be hosting an outdoor carol concert on Dec 19<sup>th</sup> with singing, mulled wine, mince pies etc. They are looking for decorations and a sound system.

**Helen speak to Anna Maclean to flesh out requirements and then look for donations where possible**

- Funding for 'monster SATs' to support Y6 - £205 – Approved
- Annual discretionary spend of £150 per class to enhance learning - £2,100 – Approved
- Gardening – tub to keep the tools in – approx. £50 – Approved
- Replenish guided reading materials in KS2 - £800 – Approved
- Replace 3 class overhead projectors - £1200 - Approved

Jane Mumby also circulated the new reading books that the PSA previously funded for KS1.

4. A discussion around sound systems took place as these are often required for PSA and school events and we want to ensure these are funded in the most efficient manner.

**Helen to review previous research undertaken and discuss with the relevant event managers. Beth Cox may have a contact.**

It was confirmed at the meeting that, if individuals were donating lights, sound systems etc for school events, that Trevor is qualified to PAT test.

Fiona & Peter made their apologies at this time.

5. Review of recent events:

a. Summer Fair – great event last year but looking for a new team. Some reception parents have expressed an interest. Karen & Rachel to meet with them. A new compere will be required and someone to produce the programme. Thanks to Rachel and Karen for putting on such a great fair for a number of years.

**Karen/Rachel to meet with interested parties**

b. Phil the Bag – Ongoing. Lorraine will repeat on Thursday 20<sup>th</sup> October

c. Cash in the Attic – Julie happy to run this again but move to before Feb half term 2016 as too much going on in the summer term

**Julie confirm date**

d. May Ball – made £7.5k profit (includes Raleigh Business Directory). Will repeat again in June 2017.

6. Future Events

a. Quiz night – Karen is looking for a date in early 2017. March was discussed if we are to do bingo in Jan! No firm view from attendees as to whether it should be with/without fish and chips or optional.

**Karen to agree date for March asap**

b. Phil the bag - Thursday 20<sup>th</sup> October - Harvest

c. Bonkers for Conkers – October 16<sup>th</sup> - Helen/Jess on track

d. Fireworks – November 6<sup>th</sup> – Nav/Christina – on track. Drinks stalls have been split so have soft drinks in separate queue for children. Christina asked if Year 6 might like to help on that stall.

**Jane offered to check with year 6**

d. Christmas Fair – Emma/Sue/Sinead – Date agreed for Friday 2<sup>nd</sup> December – no longer making cakes due to food allergy issues.

**Jane offered to ask kitchen staff about tray bakes donation**

**Helen to source a Father Christmas**

e. Christmas Disco – Karen has offered to manage the event and refreshments etc but need to review disco dudes and divas, dj and dj equipment. Date is still TBC

**Jane to review whether there are any staff who could train the disco dudes & divas**

f. Christmas cards/tea towels – same as previous year. Beth has all the packs ready to go.

**Beth to follow up with Jo Connisbee**

g. Northbrook gift wrap – Rachel taking this forward

h. Ball – June 16<sup>th</sup> date confirmed at Horsley Towers - Jo/Liz/Helen

i. Photo Day – Helen – contacted Jo, awaiting orders for last lot and then we can rebook a date

j. Cheese & Wine – Rachel raised this as a potential fundraiser. Cellar Magneval prices seem expensive though. Rachel offered to look into this further.

k. Bingo night – Julie suggested this. Idea met with enthusiasm. A good new year event.

**Julie to flesh out.**

l. Christmas event – Jo mentioned a 'drinks do' which could be a good alternative to multiple class nights out.

**Helen to raise at linkline meeting to gauge interest with class reps.**

m. Easter Fair – currently pencilled in for 9<sup>th</sup> March which is quite a distance before Mothers' Day and Easter. Also discussed Jolly Jars and how we can ensure children with serious allergies are catered for. It was agreed that we will continue to promote that all jars should be nut free but that we would ask parents of children with severe allergies, to provide specific jars which could be offered to those children only. All children will be reminded that they must not open their jolly jars in school.

**Jane to review available dates**

7. Other:

a. There have been several discussions about how we can encourage more PSA members to get involved and we were really pleased to welcome some new parents to this meeting. To this end, it was proposed that we rebrand from PSA (a title which many don't understand and is perhaps a bit stuffy/official) to Friends of the Raleigh. Alongside this we are looking to relaunch the PSA website (thanks Christina) and use all of our communication channels more effectively; newsletters, parent mail, class rep emails, playground whiteboard, facebook and attending parents evening with an information board etc. Jane also suggested that teachers include in their newsletters, the items that the PSA have funded for them.

**Jane to check it is okay for us to attend parents' evening**

**Helen to check requirements for changing name with Charities Commission**

**Helen to communicate summary of meetings to class reps**

**Christina to focus on the website**

b. PSA website – Christina updated the meeting on the proposed changes and confirmed that any changes to the PSA section of the website should go through her.

c. Update on sponsorship – Gus advised that we had only received responses from Pillars & Gascoigne Pees to date. He felt that this project would benefit from a team of people who could focus on it.

**Helen to advertise vacancy**

d. Volunteers needed:

i. KS2 carol concert – **to be advertised**

ii. Treasurer support role – Jane Martin kindly offered to take on this role

iii. PSA Big Camp – 2017 – **Nav/Gus/Hel to meet to discuss but also see if there are any other volunteers**

iv. Christmas shopping event – 2017 – **to be advertise**

v. Matched funding is a great source of income. Agreed we should promote this at parents' evening and try to find someone to own this activity – **to be advertised**

e. The school newsletter often prints adverts for local businesses. Do we charge for this and, if not, could we? How does it fit with The Business Directory?

**Helen to discuss with office**

8) Date of next meeting agreed as Wednesday January 18<sup>th</sup>, 2017 at 7.30pm