

THE RALEIGH SCHOOL

PARENT STAFF ASSOCIATION

MINUTES OF MEETING HELD ON

WEDNESDAY 22ND APRIL 2015

Present: Trevor Allen, Beth Cox, Diana Dixey, Helen Foran, Rachel Irvine, Karen Lowe, Nav Nair, Fiona O'Neill, Emma Pernet, Sam Pinder, Liz Broadhurst, Lorraine Elliott, Jo Whittaker, Anna Maclean, Sue Bacon, Gus Newby Grant

Apologies: Julie Hamshar, Sarah Helm, Sinead Johnson, Lucie Paulson, Christina Grieve, Jo Hall, Helen Lawrence, Nikki Hughes, Debbie Stephens, Sally Asling, Carly Garrett, Chantal Ingham, Peter Hill, Jess Littlewood, Sarah Myers, Sarah Rawlins,

1.0 Acceptance of minutes of last meeting held on Monday 19th January 2015

D Dixey

The minutes were reviewed, accepted and passed by all.

2.0 Treasurer's report

D Dixey on behalf D Stephens

Income: Easter Fair made £974.02 profit and photo day with Jo Pittarides has made £40.00 so far + we will receive a percentage of any photos that are ordered. Sales of "Horsley the Bear" are going well. The "name the bear" competition raised £32.00 plus sales of the bear to 12/03/2015 (last monies received) were £230.70. No financial figures yet for "Phil the bag" and the "Spring Ball"

Outgoings: We have now paid the school £29 833.60 for previously agreed expenditure:

The Galley refurbishment	£11332.14
Wifi installation	£ 2642.64
Lap tops and trolley	£ 6562.33
Smart screen	£ 2927.00
3 visualisers	£ 735.00
carriage on above two items	£ 50.00
ipad Airs etc	£ 1123.66
PSA Class grants	£ 2100.00
PSA Shed and base	£ 2360.83

The balance of the account after the above deduction is approximately £15,500.00. We have also committed to £ 4800.00 for new staging, which the school have agreed we can settle after the Summer Fayre and £400.00 for the Year 6 Leavers Books.

3.0 Appointments & Resignations

H Foran

Debbie Stephens will be resigning from the Treasurer post at the end of the Academic year. Thanks to Debbie for her work this year. Nominations for the academic year 2015/16 were received for:

Chair – Diana Dixey

Treasurer – Gus Newby Grant

Secretary – Helen Foran

Voting was concluded ahead of the meeting and all 3 have been appointed to their respective posts. Diana noted that next year would be her last year as chair.

4.0 School funding requirements

F O Neill

Mrs O Neill advised that there were three requests for funding:

- 1) Raised beds for the new allotment area to be completed during the summer holidays – estimated cost £2.5k materials and £500 labour if it can't be done in house. Plea to go out for support for this nearer the time.
- 2) Multifunctional playground markings for the new playground area to be completed during the summer holidays. Initial cost estimated at £10k. **Action: Mrs Keen to review further**
- 3) Outdoor signage in French to support the children's language learning. Further details to be provided. **Action: Mrs Rees to review further**

All present agreed to commit the money for the raised beds. The remaining items will be given further consideration once additional clarification regarding budget has been received.

Charlotte suggested Mrs O'Neill approach the Horsley Community Fund for a proportion of the funding also. **Action: Charlotte French/Mrs O'Neill**

There was also a plea from Miss Maclean for help with refreshments at the following events:

- 1) Rounders tournament at Weston Lea 18th June, lunchtime
- 2) 10th July, sports day, possibly with Bacon Butties
- 3) 13th July KGV after school event

Action: Julie Hamshar has agreed to run sports day refreshments with support. Helen to discuss additional dates with Julie. Lorraine Elliott to consider bacon butties for sports day.

5.0 Review of past events

5.1 Easter Fair

E Pernet & S Pinder

Great event thoroughly enjoyed by the children, particularly the new quiz, raised £974. Learning for next year: Reception and Year 1 classes to come in a class at a time to avoid overcrowding. Emma & Sam specifically wanted to thank the office for their help with this event and the entire PSA agreed that the office are invaluable in supporting all our activities. Thank you!

5.2 Photo Day

B Cox

Take up was impacted by rugby festivals etc but appeal for this is still high. Further dates to be booked; Both Saturday & Sunday if at all possible **Action: Beth speak to Jo Pittarides**

5.3 The Raleigh Ball

The event has raised just shy of £4k (once all monies have been collected) from sponsorship, auctions, raffles, pamper days, photographs and a small proportion from the ticket price. It was a great evening. The Ball Committee are meeting to review the event and will confirm if we would look to re-run the event in 2016. **Action: Jo Whittaker to update**

5.4 'Horsley' Bear

Sales of the bear are going well. Lorraine will be promoting him this term at the summer fair, new parents evening (10th June 7pm), via year 6 class reps and alongside popcorn sales next half term.

5.5 Phil the bag

Event went well. 167 bags received. Lorraine to communicate that people can use any bag if 'Phil' is full. Estimated to have raised £200 but tbc. Event will run each term.

6.0 Future events

6.1 Cash in the Attic

Julie Hamshar happy to run it with Charlotte French. Date agreed: Wednesday 3rd June. Liz Broadhurst offered to help.

Action: Becky Smith to pass spreadsheets across to Julie. Diana will facilitate.

6.2 Summer Fair – 12.7.15

K Lowe/R Irvine

The fair is on track. Rachel shared the presentation with the meeting which looks great. Raffle/auction prizes coming along well, 20 prizes so far. Agreed budget for first prize of £100/£150 if required. Paper plates to be used to decorate arena – give staff lots of notice. Some ideas discussed at the meeting were:

- Musical theatre to perform Wizard of Oz songs
- Reduce printing costs by communicating details of the Summer Fair via assembly, PSA Facebook, newsletter and year 6 newspaper - Karen/Rachel to be interviewed
- Horsley bear could be a prize for the fancy dress
- Mrs O'Neill confirmed she was comfortable for the fair to be promoted via Surrey advertiser and acceptable to invite a photographer to the event

This year the Summer Fair boards are being sponsored by Surrey Lets and Curchods. Discussions are underway with Henshaws and Surrey Lets as to how this could work in future years.

Action: Karen Lowe/Rachel Irvine - Paper plates to be delivered to school asap

6.3 Quiz Nights

K Lowe

Karen to propose dates

Action: K Lowe

6.4 Midsummer KS1/KS2 Disco/Ball – 19.6.15

Sally to advise of the format (disco or ball?) and let us know what help she requires

Action: S Asling

6.5 Bonkers for conkers

H Foran

Proposed date of Sunday 18th October

6.6 Christmas Cards

B Cox

Packs will arrive early September.

Action: Mrs O'Neill to forewarn Mrs Connisbee

6.7 Costume Hire

E Pernet

This is ready to be launched. The list of costumes will be available on the PSA web pages. There are 60 outfits. £2 agreed as an appropriate charge for hire.

**Action: Emma to communicate via headlines
Diana to seek costumes from yr 6 reps**

6.8 Popcorn Wednesdays

R Irvine

Will resume after half term. Trevor is collecting trays from the kitchen. Volunteers to set up and sell will be required.

6.9 Fireworks

N Nair

Date may have been scheduled. Need to confirm. UPDATE: Date in school diary is 8th November

Action: Sally to confirm

6.10 Second hand uniform sale – 26.6.2015

Marissa is taking this forward. Stock all sorted and can be stored in new PSA shed.

7.0 Volunteers required

7.1 Christmas Retail Therapy evening

Carly & Emma have volunteered to take this forward. Helen & Sue also offered their support.

Action: Diana to share previous learning

7.2 Christmas Fair

Sarah & Sinead would like to hand over the Christmas Fair to a new team. Any volunteers? Please speak to Sarah/Sinead to understand what's involved.

Action: All to consider volunteering

8.0 New ideas

Break the rules day: Could be utilised instead of mufti. Children allowed to wear nail varnish, have crazy hair, wear trainers etc. Headteacher to agree the rules that can be broken.

Farmers market: Mrs Mumby currently looking at this too.

Action: Diana to liaise with Mrs Mumby

9.0 AOB

PSA to provide drinks at New Parents Evening. Diana will speak. Karen will review drinks. Sue & Lorraine offered their support.

Action: K Lowe

Facebook – please promote the page to friends who would find this useful. Also need to re-communicate in the newsletter and in new parent PSA communications

Action: H Foran

Diana also thanked Trevor on behalf of the PSA for all his support.

10.0 Date of next meeting

Agreed as Wednesday 23rd September 2015.