

# THE RALEIGH SCHOOL

## PARENT STAFF ASSOCIATION

### MINUTES OF MEETING HELD ON

MONDAY 19<sup>th</sup> JANUARY 2015

**Present:** Trevor Allen, Sally Asling, Beth Cox, Diana Dixey, Helen Foran, Rachel Irvine, Karen Lowe, Nav Nair, Fiona O'Neill, Emma Pernet, Sam Pinder, Debbie Stephens, Liz Broadhurst, Lorraine Elliott, Jess Littlewood, Latasha Simmonds, Carly Garrett, Chantal Ingham

**Apologies:** Gill Buhler, Helen Coupe, Julie Hamshar, Corinne Macaskill, Sarah Helm, Sinead Johnson, Lucie Paulson, Hett Bolton, Christina Grieve, Jo Hall, Helen Lawrence, Nikki Hughes, Kate White

#### 1.0 Acceptance of minutes of last meeting held on Monday 22<sup>nd</sup> September 2014

D Dixey

The minutes were reviewed, accepted and passed by all.

#### 2.0 Treasurer's report

D Stephens

Debbie provided an overview of events in the Autumn term:

Event:	Profit:
Bonkers for Conkers	£356
Cash in the Attic	£150 extra
Photo Day	£80
Fireworks	£3834
Quiz night	£77
Christmas Fair	£1554
Northbrook Gift Wrap	£95
Christmas Puddings	£129
Disco	£694
Tea towels	£418
Pop up shop	£1534
<b>TOTAL</b>	<b>£8,944 + Mistletoe sales</b>

There is currently, £46k in the bank however there are a number of unpaid expenses to be paid; The Galley, PSA shed, Yr 6 laptops and tablets, healthy eating project etc. After annual commitments and unpaid expenses have been settled this leaves approximately £12,800 in uncommitted funds.

At this point, Diana read out a letter from the Governors, specifically thanking the PSA for their fundraising for The Galley.

#### 3.0 School funding requirements

F O Neill

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

- 1) Further staging equipment to ensure that all children can be seen when they perform
- 2) 4 iPads for reception who are increasingly using some great Apps to support the children's learning

Those present supported the request in principle subject to understanding the costs which are currently being investigated.

## **Review of past events**

### **4.1 Bonkers for Conkers – 19.10.14**

**H Foran**

Successful event raising just under £400. The event was very much enjoyed by all participants. Some learning for next time about how to run the tournament but otherwise run in a similar format in October 2015.

### **4.2 Fireworks – 09.11.14**

**S Asling**

A great turnout and a fantastic event. Raised over £3k but less than in previous years due to an increase in costs. Some learning for next year: Raise ticket prices – prices are currently lower than most neighbouring events – to reflect cost increases but consider impact on larger families. Look at increasing prices on some stalls too but still ensure this is an accessible event. Some stalls sold out so may need to review volumes; rocket marshmallows, toffee apples and beer. Discussion about lighting – remind class reps that good lighting (camping lights?) will be required to count money etc. Sally advised that this event has now been handed over to Christina and Nav to lead in 2015.

### **4.3 Quiz night – 14.11.14**

**K Lowe**

Only 6 tables (unfortunately the event clashed with the Howard of Effingham Christmas shopping night) with a profit of £77 but all who attended had a great time and there are definitely some more people interested so hopefully we can get a bigger turnout at the next event. Karen to advise of date for the Summer Term.

**Action: K Lowe**

### **4.4 Christmas Fair**

**S Helm**

Sarah provided a written update advising that they event ran smoothly and the children had a fab time. It was noted that the layout had seemed to work better with more space to walk around this year. Key feedback was to ensure that any Father Christmas has the necessary DBS check.

**Action: S Helm re DBS check for Father Christmas**

### **4.5 Christmas Disco**

**S Asling**

Event ran very well, primarily by the DJs and Disco Dudes and Divas. Thanks to Sally for investing the time to train them.

### **4.6 Puddings & Gift Wrap – Nov/Dec**

**R Irvine**

Thanks to Rachel who is happy to run these events for a further year, despite the Christmas Pudding process being logistically quite onerous.

### **4.7 Photo days**

**B Cox**

Raised £80 and continues to be a popular event. Beth will provide details of the next date.

### **4.8 Tea towels**

**B Cox**

Another time consuming task! Last year, tea towels were offered to all year groups and 400 were sold. However, demand across most year groups is likely to wane year on year so proposed to offer to Year 6

and Reception only next year. Shopping bags were discussed as an alternative but, unless personalised by your own child, it was felt there would be insufficient demand.

#### **4.9 Pop-up Shop**

**D Dixey**

A successful event. Diana would now like to hand this over to a new team. It was discussed that the format may have run its course, unless perhaps new stock could be sourced. A shopping/pamper event was discussed as an alternative; drink on arrival, stalls, treatment rooms...

**Action: New team to consider format for 2015 – Volunteers welcome**

### **5.0 Upcoming Events**

#### **5.1 School Uniform Sale - TBC**

**S Helm**

Significant stock to be sorted plus January may not be optimum time to sell.

**Action: Sarah to advise of new date**

#### **5.2 Easter Fair – 11.3.15**

**S Pinder/E Pernet**

Planning is underway, Mufti day has been booked and garden centre contacted. Jess offered to contact Glossybox to see if they might be able to source some gifts. Sally offered her services as the Easter Bunny.

#### **5.3 Spring Ball – 17.4.15**

**H Foran/L Broadhurst**

Horsley Towers booked. Ticket prices confirmed at £50, maximum numbers are 120. Ticket sales alone, if sold out, will raise c£400 for PSA. On the night, additional fundraising will hopefully come from an Auction of Promises, Heads & Tails and Photography and possibly cab services (Sally suggested team speak to Su @ The Stockyard for details of station cabbie). Sally also mentioned a photo booth company which was of interest and very kindly offered her services for the disco. Following discussion at the meeting, it was also recommended that tickets should be sold individually as well as whole tables. Treatments – headquarters. A Save the Date will be issued this Friday and tickets will go on sale on 9<sup>th</sup> February on a first come, first serve basis.

**Action: H Foran/L Broadhurst to feed into Ball Planning Team**

#### **5.4 Midsummer KS1/KS2cBall – 19.6.15**

**S Asling**

Sally proposed 'a bit more than a disco' towards the end of the summer term for KS1 and KS2, perhaps utilising the outside space with BBQ? Any additional suggestions, please feedback to Sally.

#### **5.5 Christmas Cards**

**B Cox**

Beth provided Christmas Card samples, 12 cards for £3.75, personalised with own child's drawing and 16 gift tags for 75p. Everyone was keen to progress with this. It will need to be built into lessons in early September. A competition was proposed and winner in KS1 & 2 would be used as the school's official Christmas cards. Carly and Helen offered to help with the logistics as necessary.

**Action: Beth to contact Mrs Conisbee to build into lesson plans**

#### **5.6 Cash in the Attic/Phil the Bag**

**L Elliott**

Lorraine gave an update on how 'Phil the Bag' was handed out monthly at her previous school. Also in the local community as well as to school parents. Sally mentioned The Stockyard may be happy to give them out/collect bags.

**Action: Diana to introduce Lorraine to Julie/Charlotte to discuss fit with textiles & cash in the attic.**

## **5.7 Summer Fair – 12.7.15**

**K Lowe/R Irvine**

Planning well underway for the 'On Safari' theme. This is a huge event and one that requires lots of support. Critically, Karen is looking for a new team for the raffle and silent auction. This involves contacting local companies (a list is provided and companies are generally very generous), securing donations and collecting them, as well as printing raffle tickets and coordinating the raffle. With a larger team, this can be fun and not too much work. A full handover is available. Carly and Chantal kindly stepped forward to help with this but more people are required. There are synergies with the advertising team and external stall holder requests too. Everyone involved to work together to identify the optimum process.

If anyone knows of any local businesses who may like a stall at the summer fair, please contact Rachel. £30 payment to be made up front this year.

School will organise a litter pick on Thursday 9<sup>th</sup> July and Trevor offered to move the benches on Friday 10<sup>th</sup> if a plan is provided. Plus more Dads required to help set up on the Saturday morning.

**Action: All, please try and drum up some support for these tasks and put them in touch with Karen. Beth/Jess to liaise with Carly/Chantal to identify optimum contact process for local companies.**

## **5.8 Teddies**

**L Elliott**

Lorraine introduced 'Buster' who everyone loved. Buster is a jointed teddy with a knitted jumper carrying the school logo. He retails at £6.95 for 100 teddies and a maximum resale value of £10 was agreed. These would make ideal gifts for all children at the school but especially leavers, new joiners and reception children. They could be sold at new parents evenings, fairs etc. The school could hold a competition to name the bear. Lorraine is happy to take this project forward.

**Action: Lorraine to identify costs if we were to order 2-300**

## **6.0 Other updates**

- 6.1 **PSA shed** – The base has been completed, the shed should arrive in the next 3-4 weeks. Shelving and storage boxes will need to be purchased and the old shed's roof needs to be re-felted. Diana is progressing.
- 6.2 **Costume Hire** – Emma to arrange a meeting with Mrs O Neill and Mrs Light to review what is currently in stock and to discuss the process for collecting and hiring out the costumes. Helen offered to support.
- 6.3 **The Giving Machine** – Take up for this remains low. It is such a simple way to raise money when making most on-line purchases. There is now an App available which could be placed on the website and a monthly link could be placed in the newsletter as well as reminders via class reps. Helen will take these suggestions forward.

## **7.0 Date of next meeting**

Wednesday 22<sup>nd</sup> April 2015, 7.30pm.