

THE RALEIGH SCHOOL PARENT STAFF ASSOCIATION

MINUTES OF MEETING HELD ON WEDNESDAY 30TH APRIL 2014

Present - Sam Anastasi, Beth Cox, Diana Dixey, Helen Foran, Julie Hamshar, Nikki Hughes, Rachel Irvine, Jess Littlewood, Anna Maclean, Sarah Myers, Fiona O'Neill, Liz Sandford, Rebecca Smith, Debbie Stephens,

1.0 Apologies –

Trevor Allen, Sally Asling, Helen Coupe, Gaynor Donnell, Charlotte French, Marisa Goodworth, Sarah Helm, Peter Hill, Karen Lowe, Melanie McLaren, Katharine McPhillips, Emma Pernet, Sam Pinder, Sarah Rawlins, Anna Salter, Marianne Stoyel, Nicola Truman,

2.0 Acceptance of minutes of last meeting held on Wednesday 22nd January 2014 D. Dixey

The minutes were reviewed, accepted and passed by all.
Proposed – D. Dixey; Seconded - S Anastasi

3.0 Treasurers' report R Smith, L Sandford

2012/13 accounts have been finalised. Made £25k!!! Well done us! Every activity, big or small, makes a difference. E.g. Popcorn sales raised a total of £800. The accounts have been signed off. Nikki Hughes requested the total raised at Summer Fair to communicate to advertisers to help encourage them to get involved this year.

4.0 Appointments & resignations S Anastasi

The voting process has been well publicised across school, via Headlines and The Raleigh Rag, with votes being submitted by email. In total 24 people voted, with the majority of votes coming from active members (20). The results are: Chair – Diana Dixey; Secretary – Helen Foran; Treasurer – Debbie Stephens.

5.0 Funding for DT room F O'Neill

Plans and quotes have been obtained from Wickes. These give a figure of approximately £6k for supply only. Anthony Pugh (parent) has offered to fit the kitchen for free if he is able to supply the units. Trevor Allen will time match Mr Pugh. More detail needed before commissioned but these figures indicate the amount that needs to be budgeted. Motion to approve £10k budget for the refurbishment was proposed and carried. Plus the money raised by the YAP activities will also go towards the refurbishment. Note: there are concerns that there may be additional costs if plumbing/ hot water supply needs upgrading.

It was also proposed that the PSA fund a new screen for the hall. This would improve presentations and could take the opportunity to upgrade current functionality so assemblies etc. run more smoothly.

Action: Diana to get quote.

6.0 Review of past events

6.1 Quiz Night – 21.03.2014 D Dixey
The quiz was organised at very short notice when the Gig 'n' Chips had to be

- postponed. Also it clashed with a quiz at the Howard. Only 6 tables but everyone who went had fun. Next quiz will be in November. Made £100.
- 6.2 Easter Egg-stravaganza – 01.04.2014 R Smith
Very successful again, raising £1,400. Works well for school as long as teacher's plan lessons that accommodate interruptions. Thanks to Sally for being the bunny. Thanks to Danny Schneiderman for donating Easter eggs.
- 6.3 Cash in the Attic – 30.04.2014(!) J Hamshar
Ran very smoothly, with Liz Sandford and Becky Smith handing over to Julie Hamshar and Charlotte French. Excellent response from children/ parents. Too soon to know how much money will be raised.

7.0 Future events

- 7.1 Cirque Normandie – 10&11.05.2014 D Dixey
All systems go! Tickets being sent out today. Next week will be circus skill workshops. Over 450 tickets sold therefore £1,000 deposit returned plus £1,000 profit made. School needs walkers Thursday and Friday next week to ferry children back and forth to workshops. Need 1 to 15 ratio for children. Sourced from within the room!
- 7.2 Gig 'n' Chips – 17.05.2014 S Myers
37 tickets sold so far. (10 more wanted in the room!) Suggestion to have popcorn sale on 9th May to help engage with parents and try and sell Gig 'n' Chips and Fun Run tickets. The team will have access to the hall on Friday afternoon to start set up. Corinne Macaskill organising silent auction. Diana suggested enough drink is ordered for both the gig and new parents evening in one go. Helpers in place.
Action: PSA members buy tickets and encourage friends and family to go too!
- 7.3 Raleigh Ramble – 18.05.2014 H Foran
Flyer going in book bags. Quite a bit of interest but not converted to ticket sales yet. Will promote at popcorn sale on 9th May but also need to encourage children to be involved. Anna Maclean offered to speak to the children. The route is boggy so may look at alternative route. Need more helpers as marshals. Need First Aider. Suggested Sarah Rhodes or Anthony Hughes.
Action: Becky to ask if first aiders will help
Action: Anna Mclean to promote in assembly and via cross country club
- 7.4 Zumba D Dixey
Tash is happy to do it so thinking of Friday 20 June after school.
Action: Diana to confirm with Tash
- 7.5 Summer Fair – 13.07.2014 D Dixey/ K Lowe
Presentation by Rachel and Karen showing circus theme and what has been planned. The arena will be surrounded with paper plate faces, to represent the circus audience, and Harmony Dance will be providing displays. Some changes: cream tea stall instead of cakes, First Aid by Red Cross instead of St Johns. Bringing back the coconut shy, as fits with circus theme. Other attractions include: fancy dress parade, bungy trampolines, Spider Mountain (slide), inflatables x3. Mufti day will be chocolate only, not cakes. Staff happy to run second hand uniform stall, as well as book stall.
Action: Sally to meet with Fiona to agree details for boards
- 7.4 Popcorn R Irvine
Rachel proposing to do popcorn every Thursday after half term. Discussion on whether to change the day, as Thursday has a lot of teacher led clubs so may be less people in the playground at pick up. Possibility of every other Friday, alternating with cakes but will reduce amount raised. Decided on Wednesdays as no clubs and can do every week.

8.0 Other activities update

- 8.1 Fireworks shadow D Dixey
Rachel interested but needs a friend! Revisit in September if not sorted.

Action: Sam to put a request to all PSA

- 8.2 Refreshments D Dixey
Julie Hamshar offered to take over refreshments for Sports Day but not cross country. District Sports is also coming up. Discussion in which it was suggested that Julie could manage the supply and arrangements but that the resources on the day for set up and selling should come from parents of the children involved.

Action: Julie/Anna Maclean to include information in communications to relevant parents

- 8.3 New PSA shed
Trevor knows someone who will do the concrete base. The likely cost for shed and base is £1,500 so a budget for this amount was proposed and carried. A couple of possibilities for getting discounts were suggested. Liz Sandford offered to go to supplier in Farnham to check quality and, if good enough and within budget, order the shed. Note: Melanie still has crockery which needs to come back in house by end of year. Shelving will also need ordering. This will be the same as used in the existing shed.

Action: Liz-buy a shed!

9.0 AOB

- 9.1 New Parents Evening D Dixey
This is on Thursday 12th June, 7pm-9pm. Need help serving drinks. Rachel Irvine, Jess Littlewood and Becky Cox volunteered to help.

- 9.1 Fancy Dress D Dixey
The cupboards are ready so now need donations of fancy dress. Start with theme based fancy dress, appropriate to school activities. Suggest put a list out so people know what is wanted.

Action: Fiona will discuss with teachers to come up with definitive list

- 9.3 Bonkers for Conkers H Foran
Date put it in the diary for next term - Sunday 19 October in the afternoon. 2-4pm

- 9.4 Facebook H Foran
Request for the PSA to use it as an additional medium for communicating with parents. Some concerns that negative comments may occur. Helen Foran happy to set this up and monitor it. Jess Littlewood also offered to help.

Action: Helen Foran to put a page together

- 9.5 Curtains from Horsley Towers J Hamshar
Curtains salvaged from hotel will be sent for rags and income will be split 50:50 with hotel. Concerns with storing the curtains but company will collect a minimum of 5 bags, so can get them collected on an ongoing basis. Hotel also has carpet it is getting rid of. Suggestion that it could be sold by Sarah Helm on ebay.

Action: Julie to investigate

- 9.6 Thank you to outgoing PSA members F O'Neill
A huge thank you to outgoing PSA members from staff for all their efforts over the years. Also from new members, who have been inspired (cajoled?) to get involved by them. These include: Becky Smith, Liz Sandford, Gaynor Donnell, Marianne Stoyel & Sam Anastasi.

10.0 Date of next meeting

Monday 22 September 7:30pm