

P.S.A Meeting 11/12/18

Present: Sheree McCarthy (Co-Chair) Gary Bullock (Co-Chair) Jo Anderson (Vice-Chair) Gill Pegler (Treasurer) Mrs Sherry (Deputy Head) Liz Marshall (Governor)

Apologies: Mr White (Head) Aleya Chowdhury Street (Secretary) Monica Rosales (parent)

Greetings from all

BAGS 4 SCHOOLS

Jo Anderson queried whether the bags for this fundraiser organised by Monica and confirmed they had arrived. Mrs Sherry and Sheree confirmed they were in the library. It was confirmed that Monica had organised for the bags to be pre-labelled with instructions and dates. Mrs Sherry said they would be sorted into classes at lunchtime next week as the bags will not go out until next week since there is no storage before the term finishes.

FINANCIAL REPORT

Gill Pegler ran through the debits and credits on the PSA account in the last month (since 13/11/18). It was confirmed that this year's Christmas Fair was up £44.35 on last year. Jo mentioned that the letters were not sent out in enough time to arrange for more raffle prizes. This needs to be done in late September/early October but by the time it had been addressed a lot of companies had already given out prizes. Jo confirmed that this should always be done 3 months in advance at least and will look at moving forward with this.

Discussion ensued about how the raffle prize winners should be advertised, taking into account all GDPR rules. In relation to the bottle Tombola, it was raised whether there was a better way to run it; 2 out of 5 tickets were winners but there was still a lot of tickets left $\frac{3}{4}$ of the way through due to the number of prizes. This will be looked at again in time for the next Fair.

CHRISTMAS IN SONG (Wednesday 19th)

All the unopened boxes of mince pies should be used for Christmas in Song. Mrs Sherry will let the PSA know if any more needed after talking to Mrs Lorimer.

FILM NIGHT

The next film night is this Friday (14/12) and we still need more helpers. Jo put out a shout on Facebook and will chase again and there will be a Parentmail sent out. As the film is longer than usual and the checking in rules delay the start times a notice will go out via Parentmail that the end time will be 5.45 and not 5.15. It will also state that payment can be accepted on the door.

A new routine will be used with Sheree providing a list for all KS2 classes with names of attendees so that they can be sent direct to the hall from class and NOT leave the building without being checked out with a member of the PSA. Liz will monitor the hall and lists and then call Sheree or Jo to help bring the children down, this will ensure that all children are ticked on or off the lists. Sheree will check the refreshments in the tin on Thursday and replenish if needed.

Mrs Sherry and Liz will liaise over the Risk Assessment review.

NURSERY CHRISTMAS PARTY

The presents for the Nursery children will also be taken out of tin on Thursday so they can be wrapped ready for the party on 19/12.

AGM

The next AGM is in February and a big push is needed to involve more parents with the PSA. Gill will be stepping down at the end of 2 years as Treasurer (although she may take another role). Gary will also reach the 2 year limit as Co-Chair. Everyone will think about how this may be done we can promote more interest in a role on the PSA committee and attendance at meetings.

UPCOMING EVENTS

Jo mentioned that there was a lack of publicity and advertising for some of the more recent events , in particular the Reception cake sale. Liz will set up a reminder calendar on Facebook which will remind everyone of upcoming events and allow the PSA/Sheree to then make a bigger advertising campaign about them. She will do this for the rest of this calendar year.

January events coming up will be first on the list.

DISCO

This is in February so will be discussed at the January meeting. The DJ is booked and Glow toys should not need replenishing yet. Liz mentioned that the earrings were very popular but Jo had tried to purchase more but could not find them.

FUNDS

Mrs Sherry thanked the PSA for £4000 given to the school at the end of the meeting, leaving £1200+ in account.