



Minutes - PSFA Meeting

Wednesday 10th May 2017 at 10am

	Present: Claire Jones, Jonathon Elton, Roberta Lowe, Linda Goacher, Helen Gough, Janice Bather, Sue Kellett, Alex Barrett	
	Apologies: Lynnette Robotham	
1.	Welcome Linda welcomed everyone to the meeting.	
2.	Election of Committee Election of Chair – Sue and Janice elected Linda. Seconded by Helen. Election of Secretary – Sue and Helen elected Roberta. Seconded by Alex. Election of Treasurer – Linda and Claire elected Jonathon. Seconded by Alex. New members – Linda welcomed back Sue Kellett to the group.	Action
3.	Minutes & Matters Arising (PSFA 24/01/17) Janice did not meet up with Jonathon. The Mighty Zulu Nation Theatre company are in school next week. All other actions complete.	Action
4.	Constitution We have now adopted (and it has been approved) the PTA model constitution. It also confirms on the Charity Commission website that our constitution has been	Action

	<p>updated. Claire and Linda thanked Jonathon for organising the new constitution.</p>	
5.	<p>Report on Balances 2016/17</p> <p>Jonathon presented the group with the balance sheet for 2016/17, detailing the income and expenditure for the year.</p> <p>Bamboozle Theatre Company – Action: Jonathon to check whether any monies are due.</p> <p>Action: Jonathon to organise for the next meeting a breakdown of the agreed expenditure for 2016/17.</p> <p>Group approved the balance sheet for 2016/17.</p>	<p>Action</p> <p>Jonathon</p> <p>Jonathon</p>
6.	<p>Report on current balances 2017/18</p> <p>The carry forward is £21,361.55. After previously agreed expenditure the remaining balance as of 8th May is £9,202.27.</p> <p>Group agreed that the carry forward from 2016/17 chocolate sales be included in the total carry forward. Sales in 2016/17 will be detailed separately.</p> <p>Group approved the current balance sheet.</p>	Action
7.	<p>Requests For Funding</p> <p>a) Prize day medals</p> <p>Roberta circulated the proposal on prize day medals. The budget for prize day was £500 a year. It was agreed at a Leadership Team meeting that prize day needed looking at and updating. The cost of engraving existing trophies and purchasing smaller medals cost £342.55 last year. It was agreed that trophies would no longer be engraved.</p> <p>Pupils will now receive an award on a medal together with a certificate. Total cost for 60 medals is £90.</p> <p>Group approved.</p>	<p>Action</p> <p>Roberta to organise.</p>
8.	<p>Remaining fundraising events for 2016/2017:</p> <p><u>Jumble sale Saturday 24.06.2017 (Helen and Sue) –</u></p>	

<p>Group discussed in detail how the event could be organised and agreed:</p> <ul style="list-style-type: none"> • Jumble sale open to the public 10am – 12 noon. • Volunteers to be on site 9am – 10am to set up. • Venue: Cuttholme Hall. • Refreshments to be available. Action: Alex offered to lead on this with the help of her mum. Alex to purchase tea, coffee, sugar, milk, basic biscuits, polystyrene cups and white swing bin liners. Budget of £50 from the finance department using PSFA money. • Letter to be sent home to parent/carers with a reply slip asking for volunteer support, with option to volunteer over set periods e.g. 9-10am, 10-11am, 11-12, 12-1 (for clearing up). Action: Roberta to organise letter. • Poster to be sent home to parent/carers promoting the event. Copy to be placed on the website and text message reminders to be sent. Copy to be sent to Sue Kellett to promote on the PSFA Facebook page (jpeg or png file). Action: Roberta to organise and include Ashgate Croft PSFA Facebook page. Upper 6 could help distribute flyers in the community. Group agreed the following items are required: <ul style="list-style-type: none"> ○ Clothes, toys, shoes, bags, books. ○ Do NOT want electrical items, glass or bric-a-brac. • Rag man to be contacted to collect any items that are not sold on the day. Action: Jonathon to get contact details for Linda. • Why are we doing this? Group agreed all monies will go towards Forest School. • Site team/lettings – Jonathon confirmed that the site team are on site 9.30am – 1.30pm on a Saturday. Action: Jonathon to ask Site Team if they can be available from 9am. Site team to set the hall up the day before. Pool 9.30-1.30 – JEI to ask if can be onsite for 9am. • Items/donations to be sent in 1 week before and to be store at the back of Upper 5. • Rice crispy cakes! Action: Alex to organise for classes to make rice crispy cakes using the chocolate in school. • Group agreed that 5 x £5 floats of change will be needed. Action: Roberta to ask the finance department to organise and to pass onto Linda. 	<p>Alex</p> <p>Roberta</p> <p>Roberta</p> <p>Jonathon</p> <p>Jonathon</p> <p>Alex</p> <p>Roberta</p>
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	<ul style="list-style-type: none"> Attendees/volunteers so far: Linda, Janice, Helen, Sue, Alex all day. Claire will be available to help set up. Ideally, need 20 volunteers. 	
9.	<p>Fundraising events for 2017/2018:</p> <p>Helen suggested we sign up to the biscuit/cake wrapper recycling scheme. Claire said that this is not something we want to promote, as we are trying to educate our pupils (and staff!) to eat healthy.</p> <p>Group discussed and agreed:</p> <ul style="list-style-type: none"> Writing instrument recycle programme. Action: Roberta to get more information from Terracycle. Disco – Christmas and Easter. In order for these events to take place we need more parent volunteers rather than relying on staff that continually support these events. Dates to be discussed and agreed at the next meeting. Help a hand. Group agreed that this is a good initiative to raise funds for the school. To be organised for Autumn term 1 by Linda and all proceeds will go towards purchasing Christmas presents for pupils. Action: Linda/Roberta to organise. <p>Linda to attend new pupil induction afternoon on Monday 10th July and promote the role of the PSFA to new parent/carers. Action: Sue Kellett to organise a poster to be handed out on this afternoon. Email a copy to Roberta to copy.</p>	<p>Roberta</p> <p>Linda/Roberta</p> <p>Sue Kellett</p>
10.	<p>Any Other Business</p> <p>1. Pebble</p> <p>Jonathon updated the group on Pebble, who are a company that will help us with fundraising initiatives. Jonathon and Linda attended some training last year on grant applications. Pebble offer a development service in helping with a strategic plan for fundraising. They met with Jonathon, Claire, the Chair of Governors and Linda as Chair of the PSFA. The main aims for the school were discussed and following the meeting a report has been generated which outlines what Pebble can do and what we need to do to be more successful with fundraising. Jonathon confirmed that school have paid for this service, not the PSFA. We need a 3 year vision, which the</p>	Action

	<p>Leadership Team have agreed:</p> <ul style="list-style-type: none"> • Food technology room refurbishment • Mini bus • Loud playground • Outdoor learning area primary <p>Going forward, grant applications will go through the PSFA as we are a charitable organisation.</p> <p>We will be able to claim for gift aid retrospectively from past donations. Gift aid going forward will continue.</p> <p>Once the fundraising strategy is in place, Pebble will help with the grant writing. They will help us by providing the skills and knowledge of creating an income. Pebble will also be in school during INSET week to launch themselves to all staff.</p> <p>2. Forest Schools</p> <p>We have currently raised £21k. We have applied to Tesco and have also recently completed a bag packing event at Morrisons.</p> <p>The structure for the Forest School is in place together with the paths and willow dome. Seating and the fire pit is to follow. Action: Roberta to get a list of items that need purchasing for Sue, Linda and Helen to go into local stores to ask for donations, if they are required.</p> <p>3. London Marathon 2018</p> <p>For information, two members of staff have applied personally and also using the PSFA charity to run the London Marathon next year. If they get a place, fundraising raised will go towards to the PSFA.</p> <p>4. The Giving Machine. Sue Kellett asked whether this needs promoting. Jonathon not aware of the details for this. Action: Sue to email Roberta the details for Jonathon to look into.</p>	<p>Roberta</p> <p>Sue</p>
7.	<p>Date and time of next meeting</p> <p>Friday 7th July at 9.30am</p>	<p>Action</p>

Meeting closed 11.20am.