



Minutes - PSFA Meeting

Tuesday 9th October 2018 – 3.15pm

	Present:	Action:
	<p>Jonathon Elton - Treasurer Roberta Lowe - Secretary Alex Barrett – Staff member Emma Tipping – Staff member Jayne Burton – Parent Amanda Taylor – Parent Jeanette Sykes - Friend Mr Boden - Parents</p>	
	<p>Apologies: Claire Jones - Headteacher Lynnette Robotham – Staff member</p>	
<p>1.</p>	<p>Welcome</p> <p>Jonathon welcomed everyone to the meeting. Introductions made.</p> <p>Jonathon explained that the PSFA have held meetings at different times during the day to try to accommodate parents attending the meeting. There are plenty of staff on board but the PSFA is for parents and friends of the school also</p>	
<p>2.</p>	<p>Co-opt new Chair</p> <p>Jonathon explained that the previous Chair resigned in the summer term. As advised by the PTA, we can have a different chair at the meetings until the next AGM.</p> <p>The group agreed that Jonathon would chair today's meeting.</p>	

<p>3.</p>	<p>Minutes & Matters Arising from 11th July 2018 Given time to read through. Always available on the website.</p> <ol style="list-style-type: none"> 1. Following the PSFA agreeing to fund the ReTurn Transfer system and belt, after some investigation the goods can actually be funded through health. Therefore, these goods have not been purchased by the PSFA. 2. Burlesque Cabaret night. This event is taking place on Friday 30th November, 7.30-10.30pm (for adults only) and is being organised by a member of staff. No licence is required as alcohol will not be sold (bring your own drinks). 3. BBQ. Jonathon contacted Loundsley Green Rotary Club who had offered to organise a fundraising BBQ. As the PSFA were unsure about hygiene/catering requirements, it was suggested they help with a jumble sale. The rotary club do have the necessary insurance and food hygiene certificates so a BBQ could be a possibility in the future. They have agreed to run a jumble sale on Saturday 23rd or 30th March 2019. Group agreed this should go ahead. 	
<p>4.</p>	<p>Report on balances 2018/19</p> <p>Jonathon talked through the balance sheet of accounts. There is a balance of £19k with future commitments for the food technology refurbishment, middle school awards and new iPads. The closing balance is currently £10,351.</p> <p>Jonathon gave the group some background to the the Thornton's chocolate donations and how this has helped.</p> <p>The refurbishment of the food technology room will be completed by the end of the month with thanks to the PSFA for their donation and a grant.</p> <p>The next school fundraising project is the loud playground which is based in upper school, as this needs refurbishing.</p> <p><u>Audit report</u> – Jonathon referred to the audit report completed by PR Parkin for the accounts year ended</p>	

	31 st march 2018. A copy of the report has been provided to the Charity Commission.	
5.	Requests For Funding No requests received.	
6.	<p>Fundraising events for 2018/2019:</p> <ul style="list-style-type: none"> • Burlesque/Cabaret Night on Friday 30th November. Please spread the word that this event is taking place with tickets available to purchase from reception. • Helping hand – These have now gone out to parents and it was agreed any money will help purchase Christmas presents for pupils. • Christmas disco - Friday 14th December 7-9pm. We now have enough staff volunteers for this event to take place. We would welcome parent volunteers. Amanda Taylor and Jeanette Sykes agreed to help on the evening. • Jumble Sale with support from Loundsley Green Rotary club to take place either Saturday 23rd or 30th March 2019. We would need volunteers for this too. <p>Jonathon explained to the group that we have an Amazon Smile and Just Giving account, donation pots are out in the community. We have also previously done bag packing at Tesco/Morrisons.</p> <p>If anyone has any fundraising ideas, please let Jonathon know.</p>	Amanda to email Jonathon, to get in contact with Neil who is leading on the disco.
7.	Any Other Business Jonathon thanked everyone for attending.	
8.	Date and time of next meeting The next meeting will take place at 3.30pm on Tuesday 15 th January 2019.	