



Agenda - PSFA AGM Meeting

Wednesday 11th April 2018 at 2pm

	Present:	Action:
	<p>Claire Jones - Headteacher Jonathon Elton - Treasurer Roberta Lowe - Secretary Linda Goacher - Parent Lynnette Robotham - Staff</p>	
<p>1.</p>	<p>Apologies received: Alex Barrett - Staff</p> <p>Welcome</p> <p>Claire welcomed everyone to the meeting. Apologies received and accepted for Alex Barrett.</p> <p>Jonathon checked the model constitution and confirmed the meeting was quorate and ready to proceed.</p>	
<p>2.</p>	<p>Election of Committee</p> <p>Election of Chair – Claire proposed Linda remain as Chair, Lynnette seconded.</p> <p>Election of Secretary – Claire proposed Roberta remain as Secretary. Linda seconded.</p> <p>Election of Treasurer – Linda proposed Jonathon remain as Treasurer. Lynnette seconded.</p> <p>There are no new members present. It is unsure if the previous parents/grandparents are remaining on the committee. Linda added that she will continue to speak to parents and ask if anyone is interested in supporting the PSFA.</p>	

<p>3.</p>	<p>Minutes & Matters Arising from 1st November 2017</p> <p><u>2. Minutes & Matters Arising from 7th July 2017:</u> Pebble update - An application for 'Cloth Workers Foundation' has been submitted for the food technology room. Pebble have also completed a bid to Tesco's to support our pantomime. Still waiting to hear if we have been successful for either.</p> <p>Jonathon confirmed that gift aid for chocolate donations are not possible.</p> <p>We signed up to Pebble in September 2017. If they have not raised £3k by September 2018, we will get a refund for their services.</p> <p><u>5.Pebble</u> Following staff submitting ideas for fundraising, Jonathon has not as yet pursued the Burlesque or cabaret evening or hiring of marquees on the school site.</p> <p>Roberta did contact Sue Kellett regarding Facebook. Sue will continue to manage this as Lynnette promotes the chocolate on Facebook also and Roberta manages the Twitter account and school's website.</p> <p>Linda organised the collection tins and this has been a success. We received £127 from the Rose and Crown and £16 from the Badger. Other tins are still to be returned, including those that staff have passed onto contacts who own businesses.</p> <p><u>8.Any Other Business</u> Air ambulance – Jonathon confirmed that in 2016 the school received £61.50 and in 2017 £55 from air ambulance (as a percentage of the total raised). This was communicated in the end of term newsletter to parents and carers.</p>	
<p>4.</p>	<p>Report on balances 2017/18</p> <p>Jonathon circulated a copy of the balance sheet for 2017/18. A statement for March is not currently available.</p> <p>The account will need to be audited. Group discussed and agreed to use the same auditor as previous years as we need to use a qualified accountant. Once audited, the</p>	

	<p>accounts go to the charity commission.</p> <p>Over 3 years, we have taken just over £42.5k for chocolate sales!</p> <p>Accounts approved.</p>	
5.	<p>Report on current balances 2018/19</p> <p>The opening balance is £19.5k.</p>	
6.	<p>Charity Commission</p> <p>Jonathon circulated a photocopy of the model constitution for information and confirmed that the annual return was submitted to the charity commission on 19th January 2018.</p>	
7.	<p>Pebble update</p> <p>See notes within minutes and matters arising.</p>	
8.	<p>Requests For Funding</p> <p>1. Wildlife camera (£152.18)</p> <p>A request from school council to purchase a wildlife camera (with standard infrared) so that wildlife can be monitored overnight in the forest school area. The approximate cost is £152.18. The PSFA approved this request. Action: Roberta to email Georgia to confirm the purchase can proceed.</p> <p>2. Acheeva bed (£2,820)</p> <p>A request from Lesley Burton (Moving and Handling) and Jonathon for a new Acheeva bed for a pupil going into Upper 5 in September.</p> <p>This will be a larger bed with additional fixtures. The total cost is £5640 and we are asking the PSFA to fund half of the cost with the remainder being purchased from Private School Fund.</p> <p>Linda asked why there are not 3 quotes. Are there any other companies that can supply this equipment? Claire confirmed that all special schools use Acheeva beds and this is a brand name but agreed that Lesley should liaise with the OT and physio to find out if an alternative bed can be purchased or to get a quote.</p>	

	<p>Lynnette asked if school staff have been happy with the Acheeva beds already in school. Jonathon confirmed that Upper 5 have been happy with them.</p> <p>Group discussed and agreed that if there are no alternative companies, the PSFA would commit to half (£2,820).</p> <p>Jonathon took the opportunity to discuss other key areas needing funding in school. The food technology room is the school's current fundraising initiative and the PSFA may be asked to help towards the cost. The school are also looking at getting a new mini bus which will be a mini bus light (a transit van converted to a 17 seater mini bus). The weight of the bus will be under 2.7 tonne therefore all staff with a normal driving licence will be able to drive it.</p> <p>There are several options that will be discussed with the Resources Committee (Governors) initially e.g. purchasing or leasing a mini bus. Jonathon has completed an audit of the use of the two current mini buses in school and they are used every day. The group discussed and felt leasing a bus was the better option as servicing and MOT is included. Linda added that the school should have a mini bus account that can help fund this.</p>	
<p>9.</p>	<p>Fundraising events for 2017/2018:</p> <ul style="list-style-type: none"> • London Marathon 2018 (Money raised towards professional performances) • Jumble Sale – June 2018 <p>Last year's jumble sale raised £215. Any leftover items went into the Air Ambulance clothing bank. Linda felt this was an easy event to organise and was happy to organise again this year if support is available. Claire agreed with the support of more staff and parents.</p> <p>Group agreed Saturday 30th June 2018, 10am – 12.</p>	
<p>10.</p>	<p>Fundraising events for 2018/2019:</p> <ul style="list-style-type: none"> • Christmas disco – date to be confirmed. The PSFA will continue to purchase presents for children as previously agreed. 	

	<p>There is some stock (refreshments) left over from the Easter disco which will expire before December. Group agreed that the stock can be used in departments for the pupils. Roberta to email Assistant Heads to use. Anything suitable can be used for raffle prizes too.</p> <p>More staff/parents are needed to support events including the discos. Linda is happy to purchase stock for the next disco.</p>	
11.	<p>Any Other Business</p> <ul style="list-style-type: none"> • Amazon Smile – Jonathon asked the group if they were happy for the school to enrol on Amazon Smile. Every purchase made will donate 0.5% to the PSFA. Group approved. 	
12.	<p>Date and time of next meeting</p> <p>Date and time of the next meeting to be organised for next term.</p>	