



**Minutes - PSFA Meeting**

**Friday 7<sup>th</sup> July 2017 at 9.30am – 10.30am**

	<p><b>Present:</b> Claire Jones, Jonathon Elton, Roberta Lowe, Linda Goacher, Sue Kellett, Alex Barrett, Helen Gough, Janice Bather</p>	
	<p><b>Apologies:</b> Lynnette Robotham</p>	
1.	<p><b>Welcome</b> Linda welcomed everyone to the meeting.</p>	
2.	<p><b>Minutes &amp; Matters Arising from 10<sup>th</sup> May 2017</b></p> <p>Bamboozle Theatre Company – No monies due. We have future commitment with Bamboozle.</p> <p>Jumble Sale – all actions complete. On today's agenda.</p> <p>Writing instrument recycle programme. Roberta looked into this:</p> <ul style="list-style-type: none"> <li>• We would require a minimum shipping of 15kg (pens/highlighters/correction fluid etc).</li> <li>• 1 shipment of 15kg = 1 point.</li> <li>• 1 point £0.01</li> <li>• Can claim money once we reach 1000 points.</li> </ul> <p>Group discussed and agreed not to pursue this.</p> <p>Pebble update – Jonathon is currently working through applying for gift aid. Retrospective claims cannot be done which is unfortunate, together with small change donations e.g. chocolate money. Jane is working through single donations. Going forward, we will send out gift aid forms. The first project we would like to fundraise for is the refurbishment of the food tech room. Jonathon is</p>	

	<p>working through the objective for this. Pebble will meet with all staff in September and packs will be available for staff to share with their friends and family.</p> <p>Forest schools – We have all the equipment we need plus some money for replenishing resources going forward. The original amount we wanted to raise was £30k but we managed to complete the project at £25k. We therefore have some money left over (still some invoices to pay). Group agreed any money left should be paid back into the PSFA account for the next project.</p> <p>The giving machine – We do have an account and details are on the school’s website. Information has been text to parents. <b>Action:</b> Roberta to email information to staff also.</p>	Roberta
3.	<p><b>Report on current balances 2017/18</b></p> <p>Jonathon through the PSFA current account and reconciliation balance sheet. We raised £247.22 at the recent jumble sale and all proceeds were given to Forest School.</p>	
4.	<p><b>Audit report of 2016/2017 accounts from Phil Parkin Ltd</b></p> <p>A copy of Phil Parkin’s audit report was circulated to the group for consideration. Within the report, a written response to Phil’s findings has been detailed.</p> <p>Group reviewed and <b>approved</b> the report.</p>	
5.	<p><b>Requests For Funding</b></p> <ul style="list-style-type: none"> <li>• Bamboozle – Claire explained that this is a professional theatre company that delivers different types of performances to a variety of pupils with learning difficulties. They are offering a performance in January to our PMLD pupils £950 (4 shows with 6 pupils at each) and a performance in March/April for our ASD pupils £1300 (4 shows with 6 pupils at each). The total request is £2250. Group <b>approved</b>.</li> <li>• Christmas presents – As in previous years, the PSFA have funded the purchase of a Christmas present for all pupils (£5 each child). The PSFA agreed to <b>approve</b> this request as an annual commitment. Any money raised from the Helping Hand initiative will go</li> </ul>	

	towards the purchase of Christmas presents. If there is any money left over, this will go into the PSFA account.	
<b>6.</b>	<p><b>Review of the jumble sale (24<sup>th</sup> June 2017)</b></p> <p>Claire thanked everyone for helping out on the day. Group reviewed:</p> <p>Good way of raising income. We need more volunteers on the day. We need more volunteers to help with the organisation in advance of the day. Sue offered to help out more. We need a checklist of what is required to organise the jumble sale. <b>Action:</b> Roberta to get a checklist. We could approach the community lettings e.g. choir to be part of the PSFA. <b>Action:</b> Roberta to give a copy of the poster to Paula who organises lettings.</p>	<p>Roberta</p> <p>Roberta</p>
<b>7.</b>	<p><b>Fundraising events for 2017/2018:</b></p> <ul style="list-style-type: none"> <li>• London Marathon – Jonathon applied for a place for two members of staff that want to run the marathon. We were successful in getting 1 place. The cost is £330 as a charity bond but this will be paid back through fundraising. Pat Bagshaw and Sue Harcourt are running (one will run the London and one will run the Brighton marathon). Money will be raised through the virgin fundraising page and all donations will go towards to PSFA. Group discussed and <b>agreed</b> the money will go towards professional performances to provide pupils with alternative experiences.</li> <li>• Help a hand (Autumn term 1) – Linda and Roberta to organise.</li> <li>• Christmas disco – Friday 8<sup>th</sup> December 2017 7-9pm</li> <li>• Easter disco – Friday 16<sup>th</sup> March 2018 7 – 9 pm</li> <li>• Jumble Sale – June 2018 date to be confirmed.</li> </ul>	<p>Linda &amp; Roberta</p>
<b>8.</b>	<p><b>Any Other Business</b></p> <ol style="list-style-type: none"> <li>1. Sue suggested we look into the ‘Stampastic’ initiative where parents purchase goods and by using a unique school code, we will receive cashback. <b>Action:</b> Sue to send Roberta the details for discussion with the finance department.</li> <li>2. Music festival for children with learning disabilities – Sue would like to organise one for Derbyshire. Fairplay are running ‘birkfest’.</li> </ol>	<p>Sue</p>

7.	<b>Date and time of next meeting</b> Wednesday 1 <sup>st</sup> November at 10am.	
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