



Agenda - PSFA Minutes

Wednesday 1st November 2017 at 10am – 11am

	<p>Present: Claire Jones - Headteacher Jonathon Elton - Treasurer Roberta Lowe – Secretary Linda Goacher – Chair Lynnette Robotham - Staff Helen Gough - Parent Janice Bather – Grandparent</p>	
	<p>Apologies: Alex Barrett - Staff</p>	
1.	<p>Welcome</p> <p>Linda welcomed everyone to the meeting.</p>	
2.	<p>Minutes & Matters Arising from 7th July 2017</p> <p>Lynnette asked for an update on Pebble and gift aid for small change. Jonathon confirmed that unfortunately gift aid on the small change cannot be claimed retrospectively for the chocolate money. Moving forward, we need to provide gift aid forms which will need completing in order to claim. Jonathon is working through this.</p> <p>Following the Pebble presentation to staff, Jonathon is chasing the packs which should have been given out to staff. Lynnette asked whether Pebble are helping with the gift aid. Jonathon confirmed that Pebble have supported him in getting registered as a charity in order to claim gift aid. Pebble will review our previous accounts and will not be able to claim a % of previous donations. Future donations or money raised will be eligible to Pebble as a %. It was agreed when we signed to Pebble that they would raise more than £3k in donations. If this figure is not met, we get our money back.</p>	

	<p>Lynnette asked if claiming gift aid is something we can do in school rather than buying the services of Pebble. Jonathon explained that Pebble have helped with the setup of gift aid through the HMRC. The service they are providing over the next year will support us in learning how to claim/apply for grants and fundraising. After the first year, we should be able to move forward on our own.</p> <p>Lynnette referred back to the INSET day presentation to staff. Should staff be supplying 10 contact names/emails for Pebble to contact? Jonathon confirmed that when this information is requested of staff, it will be input into a database. Ideally, the contacts should be local and within the community. Jonathon has already provided business contact details and they will receive a mail shot promoting our current fundraising project (food technology room).</p> <p>Jonathon is in contact with Pebble and find out the next steps, including how and who applies for the grants.</p> <p>Linda asked whether we have a Just Giving page or a Virgin Money Giving page, as she is aware that Just Giving take a percentage of any money raised. It was confirmed that we have a Virgin Money giving page and this is on our website.</p> <p>All other actions complete and minutes <u>approved.</u></p>	
<p>3.</p>	<p>Report on current balances 2017/18</p> <p>Jonathon shared a report on the current balance sheet and explained that the end of year balance is carried over unallocated, as agreed at a previous meeting. The carry forward figure in April 2017 was £21,137.79. After expenditure, the current balance is £17,452.04.</p> <p>Roberta clarified that the money raised from the helping hand income was advertised to go to the Food Technology refurbishment (not Christmas presents for pupils). The money raised from the Christmas party will pay for the Christmas presents. Group <u>approved.</u></p> <p>Claire spoke very highly of the Might Zulu Nation Theatre (warriors) who came into school during the summer term. They were so enthusiastic, loud with their drums and singing and really engaged with both pupils and staff.</p>	

	Claire thanked the PSFA for funding this experience.	
4.	<p>PSFA audited accounts ending 31.03.2017</p> <p>Jonathon provided a copy of the final signed off report for the last academic year's PSFA account.</p>	
5.	<p>Pebble</p> <p>Following the Pebble presentation to staff, some staff have emailed Jonathon with some fundraising suggestions:</p> <ul style="list-style-type: none"> • Weddings & marquee • Contacts with an entertainment business e.g. organising a Burlesque or cabaret evening. Group felt this may be an option. Action: Jonathon to approach member of staff for further information and whether an entertainment licence would be required. • Promote ourselves on social media – Facebook, Twitter etc. Sue Kellett manages the PSFA Facebook account. Action: Roberta to contact Sue for admin access to get this site managed in school. • Ashgate Hospice receive donations from partner businesses. Is this something we could do and maybe have collections in shops? Action: Linda to speak to Ann about ordering some collection boxes. To be placed in local community stores or pubs but only if we have contacts with them e.g. U2 use the Riverside pub every Friday or maybe the Woodside pub? • Sell badges and stickers. • Hire out our field for events e.g. annual festivals. 	<p>Jonathon</p> <p>Roberta</p> <p>Linda</p>
6.	<p>Requests For Funding</p> <p>No requests received via the Leadership Team.</p> <p>Lynnette is attending a Christmas fayre on 26th November and asked permission to use one of the school's canopies which the PSFA funded. Group approved. Lynnette explained that the fayre is on concrete and the canopy needs some weights to hold it down. Group discussed and approved for Lynnette to purchase some weights through the PSFA.</p>	
7.	Fundraising events for 2017/2018:	

	<ul style="list-style-type: none"> • London Marathon 2018 (Money raised towards professional performances). • Help a hand (Autumn term 1) (Money raised towards the Food Technology room). We have £150 so far. • Christmas disco Friday 8th December – Money raised for pupil Christmas presents. • Easter disco Friday 16th March 2018. • Jumble Sale – June 2018. 	
8.	<p>Any Other Business</p> <ul style="list-style-type: none"> • Linda asked how much money we make from the Air Ambulance clothing bank which we have on site. Action: Jonathon to check for the next meeting. Roberta to add details onto the school's website. • Lynnette asked what we are currently fundraising for. Jonathon confirmed our next campaign is the Food Technology room. We need to raise £28k. 	Jonathon Roberta
7.	<p>Date and time of next meeting</p> <p>Wednesday 17th January 2018 at 10am.</p>	