



Agenda - PSFA Meeting

Wednesday 11th July 2018 at 10am

	Present:	Action:
	<p>Claire Jones - Headteacher Jonathon Elton - Treasurer Roberta Lowe - Secretary Alex Barrett – Staff member</p>	
	<p>Apologies:</p> <p>Lynnette Robotham – Staff member Helen Gough – Parent Janice Bather - Grandparent</p> <p>Claire updated all present some information from Lynnette:</p> <p>Lynnette has organised for two raffles for upper school. One for today and one for tomorrow (for upper school production). Chocolate sales are still going strong and money will be given to school before the end of term.</p>	
1.	<p>Welcome</p> <p>Claire welcomed everyone that was present.</p>	
2.	<p>Co-opt new Chair</p> <p>Linda Goacher has resigned as Chair. A letter has been issued to parents.</p> <p>Jonathon reported that he contacted the PTA who confirmed that the PSFA can have a different chair at every meeting until the next AGM.</p>	

	The group approved that Claire would chair today's meeting.	
3.	<p>Minutes & Matters Arising from 11th April 2018</p> <p>The jumble sale was cancelled as there was not enough volunteers.</p> <p>Minutes approved.</p>	
4.	<p>Report on balances 2018/19</p> <p>Jonathon talked through the balances for 2018/19. As agreed at a previous meeting, the carry forward would be rolled into an unallocated balance. Chocolate income has been detailed.</p> <p>The two un-deposited receipts are in relation to the marathon money (that Sue and Pat organised) and chocolate income.</p> <p>The closing balance is £24,856.21 before any future commitments.</p> <p>Future commitments are:</p> <ul style="list-style-type: none"> • Bamboozle £2800 (this includes an outstanding invoice from February 2016 where the original estimate and final quote differed and the invoice was missed). The group approved this new figure. • Food tech refurbishment • Middle school awards (as approved by email prior to the meeting). <p>Balance sheet for 2018/19 approved.</p>	
5.	<p>Audit report 2017/18 from Phil Parkin</p> <p>Jonathon talked through Phil's annual audit of the accounts for 2017/18. If we have an income over £25k, an audit is necessary.</p> <p>Phil recommended that all receipts are banked for:</p> <p><i>From time to time, not all receipts are banked, but rather, part is retained as cash for purchases, where cash is required. Whilst understanding the operational benefit of this, it is good practice to bank all receipts, and separately withdraw cash as required.</i></p>	

	<p>Our response to the recommendation was:</p> <p><i>We will endeavour to bank receipts, but may on occasions need to retain some cash for operational expediency on behalf of the PSFA (authorised expenditure by the PSFA).</i></p> <p>Jonathon referred to the balance sheet for 2017/18 and provided the PSFA with examples where this happened e.g. money retained to purchase pupils with Christmas presents.</p> <p>The group approved the audit report. Jonathon will send a copy of today's minutes to Phil.</p>	
<p>6.</p>	<p>Requests For Funding</p> <ul style="list-style-type: none"> • ReTurn Transfer system & belt (£599.95 & £104.95). This is relating to a new pupil starting in Middle 5 next year. Alex Barrett is the class teacher. His current school have this equipment but we have been informed it is on loan. Claire queried why this request has come to the PSFA. We need to ask the current school if the equipment can be loaned to us. Action: Roberta to contact the child's current school and confirm with the SENCO. If the equipment cannot be loaned to us, as it is short notice, the PSFA will agree to pay for the goods. An order has been raised but the goods have not arrived. Going forward, any moving and handling equipment requests should be discussed with Claire. • iPads. Jonathon explained that following discussion with the Leadership Team and consultation with departments, it was agreed that school need some new iPads. Some iPads are not fit for purpose and will be written off. Some will remain in school purely for reward use and some will be purchased back by companies we want to buy new iPads from. Jonathon has sourced 3 quotes for 32 new iPads, a new iPad Mac and a quote for buying back old iPads (CSS Media have quoted £7.5k, CRCS have quoted just over £7.4k and BT Business have quoted £7.4k but still awaiting the buy-back figure). The group discussed and approved that the PSFA will purchase the new iPads and iPad Mac for no more 	<p>Roberta 11.07.18</p>

	than £7.5k. Jonathon to organise.	
7.	<p>Fundraising events for 2018/2019:</p> <ul style="list-style-type: none"> Burlesque/Cabaret Night As previously discussed, a staff member has offered to organise a burlesque/cabaret evening for over 18 year olds. Three months' notice would be required and any attendees will be asked to bring their own alcohol. Suggestion is end of October or beginning of November. The group approved this suggestion. Action: Jonathon to liaise with the member of staff and ask if any upfront costs would be required. BBQ (with help from Loundsley Green Rotary club) Jonathon visited the rotary club and they have offered to support any events in order to raise money for the school, as part of the local community service. They are suggesting a BBQ. The only concern raised is whether they are training for hygiene/catering. Claire suggested they help organise a jumble sale in the Autumn term. Action: Jonathon to liaise with the rotary club. Help a hand – Group agreed to organise this for the autumn term with any donations to help purchase Christmas presents for the pupils. If there is a shortfall, the PSFA will contribute. All approved. 	<p>Jonathon 20.07.18</p> <p>Jonathon 20.07.18</p>
8.	<p>Any Other Business</p> <p>As Linda is no longer Chair, we need someone else to be available for signature. Jonathon is one. The group approved for Alex Barrett to be the second signature on the PSFA account.</p>	
9.	<p>Date and time of next meeting</p> <p>The suggestion is to hold the next meeting at 3.15pm on Tuesday 9th October, to enable parents that collect their children to attend the meeting (so their child can be looked after by class staff for the duration of the meeting).</p> <p>A letter to be sent out in September.</p>	<p>Roberta 17.09.18</p>