



Minutes – PSFA Meeting

Monday 4th March 2016 at 10.30am

	<p>Present: Linda Goacher, Claire Jones, Roberta Lowe, Alex Barrett, Jane Amner, Helen Gough and Janice Bather</p> <p>Chair: Linda Goacher Secretary: Roberta Lowe Treasurer: Jonathon Elton</p>	
	<p>Apologies: Lynnette Robotham</p>	
1.	<p>Welcome Linda welcomed everyone to the meeting and introduced Alex to Helen and Janice.</p>	
2.	<p>Minutes & Matters Arising (PSFA 25/01/16)</p> <ul style="list-style-type: none"> • Finance Report: We have raised £18,750 towards the sensory room. This has been updated on the fundraising board. • Requests for funding – All actions complete. • Quiz evening – Claire has asked Lisa Hill who is happy to do the quiz evening. • Signatories on the account have been sorted. 	Action
3.	<p>Finance Report</p> <p>Jane talked through the finance report. At the beginning of the financial year, we had a balance of £22,772.36.</p>	Action

	<p>Charity shop – There is a balance of £529.36 after income and expenditure, which includes £800 received for the fixtures and fittings.</p> <p>School uniform – This has always gone through the PSFA. Currently at a loss of £17.44 but there is some money due to be banked.</p> <p>School budget – A total of £8292.05 received from chocolate sales, £1550 from Yorkshire Bank and £368.21 ring fenced donations. Jane has another £750 from sales of chocolate money.</p> <p>My Donate – Total of £578.58.</p> <p>Fashion show - £140.72 for ticket sales and raffle, even though the show was cancelled.</p> <p>Completed agreed expenditure - £1405.39.</p> <p>Jane talked through the agreed spend/ring-fenced items. Taking into account these items, the balance is £10,590.72.</p>	
4.	<p>Requests For Funding</p> <ul style="list-style-type: none"> • Eye Gaze – £2892 <p>Claire explained that an Eye Gaze is a vital communication aid used in school. The school are looking ahead at next academic year as we have 2 pupils in primary that currently share 1 Eye Gaze. One of the pupils is moving into middle school where they will need access to one. The total cost for an Eye Gaze is £6467 and this will be part funded by pupil premium. The PSFA Committee discussed and agreed to support this request.</p> <ul style="list-style-type: none"> • Sunshades - £3621.42 <p>Money raised from a previous sponsored swim has been ring fenced for the primary playground (£2,268.58). The quote for sunshades for use in the primary playground cost £5, 890. Therefore a request for £3,621.42 has been submitted. The PSFA Committee discussed and felt that the primary</p>	<p>Action</p> <p>Jane to liaise with Jenny Dodds</p>

	playground already had the sponsored swim money and the school could use money from another source – if it was to go ahead.	Roberta to liaise with Neil.
5.	<p>Fundraising Opportunities throughout the year (CJo)</p> <ul style="list-style-type: none"> • Disco – Easter Friday 18th March 2016 It was agreed that any money raised from the Easter disco will be ring fenced for next academic year’s performances. <p>Helen will be available to help on the evening. Claire thanked her for her support.</p> <ul style="list-style-type: none"> • Quiz Evening - Wednesday 4th May 2016 Lisa Hill is available to support with this event. • Fashion Show – Wednesday 22nd June 2016 • Help a Hand – Summer term 5 by Linda. Alex to take to School Council and ask them to organise a letter to go home to parents. Alex to ask School Council what they would like this money to go towards. 	<p>Action</p> <p>Alex Barrett</p>
6.	<p>Any Other Business</p> <ul style="list-style-type: none"> • Linda on behalf of Lynnette - Lynnette has a contact at Asda and it may be possible to organise a bag pack, possibly on a Thursday for students to attend with support from TAs. Lynnette will organise. • New parent/carer induction afternoon 11th July 2016 – Claire to promote the PSFA to new parent/carers. Linda to attend. • Janice Bather offered her support, as she has a great deal of experience with fundraising and bid writing. Jonathon welcomed the offer and Claire thanked Janice for her support. • Fundraising course – Jonathon’s course has been rescheduled to Wednesday 4th May in Manchester. An additional person can attend for £100 and this will include access to the online software. The PSFA discussed and agreed that Linda should attend with the cost to be met from the PSFA. 	<p>Action</p> <p>Lynnette</p> <p>Claire/Linda</p> <p>Jane</p>
7.	Date & Time of Next meeting	Action

	Friday 13 th May at 10.30am Friday. Meeting closed 11.12am	
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