



**Minutes – Special PSFA Meeting
Tuesday 24th January 2017 at 10.25am**

	<p>Present: Claire Jones Jonathon Elton Roberta Lowe Linda Goacher Helen Gough Janice Bather Sue Kellett Lynnette Robotham</p> <p>Chair: Linda Goacher</p> <p>Secretary: Roberta Lowe</p> <p>Treasurer: Jonathon Elton</p>	
1.	<p>Apologies Alex Barrett Ali Rodgers</p>	Action
2.	<p>Welcome Linda welcomed the group to the special PSFA meeting. The meeting is quorate under the current constitution.</p>	Action
3.	<p>Election of Committee This will be done at the AGM meeting. Roberta to add to agenda. New members: Linda welcomed Sue Kellett back to the PSFA group.</p>	Action Roberta
4.	<p>Minutes & Matters Arising (PSFA 13/05/16) All actions complete. Janice to contact Jonathon regarding a meeting to discuss bids and fundraising.</p>	Action Janice/Jonathon
5.	<p>Audit report for 2015-16 Jonathon circulated the report to the group. Phil Parkin</p>	Action

	<p>quote £810)</p> <p>Claire reminded the group that the PSFA is for the benefit of the pupils. Claire has seen gallery canvas' in other schools and they do look very good but can be out of date very quickly. Do we want to spend £810 on this or could it be spent in a better way e.g. a performance for the pupils? Group discussed and agreed to decline this request and suggested that pupil artwork and displays are better.</p> <p>4. Forest Schools</p> <p>It was agreed at a previous meeting that sales from chocolate would go towards the quiet playground project. The original quote was £25k but cost £18.5k. Fundraising paid for some of the project therefore not all of the chocolate money went towards the cost. Jonathon assumed this money could go towards the Forest Schools project.</p> <p>Group discussed. The Forest Schools is a school priority this year. We are looking at changing an area of the school to have a path, fire pit, outdoor kitchen, shelter and fencing. The approximate cost is £25k. Jonathon is working on a bid to help raise funds and Marie Old (lead for the project) is fundraising.</p> <p>Would the PSFA like to contribute to this project?</p> <p>We have raised approximately £4k so far. We are waiting for a final quote for a 'job lot' which will cost approximately £18k.</p> <p>Group agreed to contribute the current amount of chocolate money totalling £12,642.95 to Forest Schools. Any future chocolate sales will go into the PSFA account. If we have success with bids and fundraising, any money left over will go back into the PSFA account.</p> <p>Lynnette confirmed that availability of chocolate has been a bit low but this is now increasing so sales should increase.</p>	
<p>9.</p>	<p>Reflection on fundraising events 2015/2016</p> <ul style="list-style-type: none"> • Christmas disco 04.12.2015 • Help a Hand 	<p>Action</p>

	<ul style="list-style-type: none"> Easter disco 18.03.2016 Fashion Show – 22.06.2016 - this was a good evening and we should possibly do again in 2018. 	
10.	<p>Agree fundraising events for 2016/2017 and dates</p> <ul style="list-style-type: none"> Christmas disco 16.12.2016 (£402.15) This was a very good evening and the raffle raised a lot of money. Our Kitchen Manager is very good and helped out on the evening too. We have enough stock for the Easter disco. Easter disco Friday 24.03.2017 Sponsored swim – Linda to lead with Manda. To take place just before or after Easter. Jumble sale – Helen and Sue to look into organising this. Possibly on a Saturday. <p>Action: Roberta to email the group so everyone has emails.</p>	<p>Action</p> <p>Roberta to organise letters</p> <p>Helen/Sue</p> <p>Roberta</p>
11.	<p>Any Other Business</p> <p>None.</p>	Action
12.	<p>Date & Time of Next meeting</p> <p>Jonathon to submit the Constitution to the Charity Commission and once finalised, the AGM will be organised.</p> <p>Meeting closed 11.40am</p>	<p>Action</p> <p>Jonathon</p>