



## Minutes of PSFA Meeting

Monday 25<sup>th</sup> January 2016 at 1.15pm

|    |   |   |
|----|---|---|
|    | <p><b>Present:</b> Linda Goacher, Claire Jones, Roberta Lowe, Lynnette Robotham, Helen Gough and Janice Gough</p> <p><b>Chair:</b> Linda Goacher<br/> <b>Secretary:</b> Roberta Lowe<br/> <b>Treasurer:</b> Jonathon Elton</p>  |   |
|    | <p><b>Apologies:</b><br/>None received</p>  |   |
| 1. | <p><b>Welcome</b><br/>It was agreed that Linda Goacher would Chair the meeting. Linda welcomed everyone to the meeting. Introductions were made.</p>  |   |
| 2. | <p><b>Minutes &amp; Matters Arising (PSFA 18/11/15)</b><br/>All actions completed. The group approved the minutes.</p>  | <b>Action</b>                                     |
| 3. | <p><b>Finance Report</b><br/>Jonathon Elton talked through the finance report.</p> <p>The balance brought forward from 31<sup>st</sup> March 2015 was £22,772.36. The remaining balance/contingency is currently at £12,904.07.</p> <p>We agreed at the last meeting that any money raised from chocolate sales would go towards the sensory room (£20k needed). Claire Jones confirmed that we have raised nearly £17k. Jonathon Elton to check that chocolate money is going against the sensory room and what the balance is. Jonathon Elton to check that Andrea is updating the fundraising noticeboard.</p> | <p><b>Action</b></p> <p>Jonathon<br/>Jonathon</p> |

|    |   |   |
|----|---|---|
| 4. | <p><b>Requests For Funding</b></p> <ul style="list-style-type: none"> <li>Bamboozle performance. Upper School SLD/MLD pupils at a cost of £850 (Hansel &amp; Gretel).<br/>The PSFA agreed to this request.<br/>Jonathon to confirm with Jane Amner and check previous agreed payment against budget report.<br/>Roberta to confirm with Ali Rodgers.</li> <li>Gazebos x 3 (£89.99 each) – for all departments.<br/>The PSFA agreed to this request.<br/>Jonathon to confirm with Jane Amner.<br/>Roberta to confirm with Georgia Fisher.</li> <li>The People’s Operator (TPO) – A mobile operator that helps with fundraising by giving £20 for every person who takes out a contract-free phone plan with TPO. Plus TPO give 10% to a cause of your choice. The PSFA agreed we should look into this. Roberta to contact TPO for a free fundraising pack and circulate to parents/staff.</li> <li>Glasses and plastic cups for school events (£51 approximately). Request from Claire Jones. Glasses mainly used at the school discos and currently they are not standard measure/sizes. The PSFA agreed to purchase more. Jonathon to ask Jane Amner to purchase.</li> <li>£271.91 – disco lights for the school. Request from Sam Owen. Sam Owen to liaise with Jane Amner.</li> </ul> | <p><b>Action</b></p> <p>Jonathon<br/>Roberta</p> <p>Jonathon<br/>Roberta</p> <p>Roberta</p> <p>Jonathon</p> <p>Roberta to contact Sam Owen.</p> |
| 5. | <p><b>Fundraising Opportunities throughout the year (CJo)</b></p> <p>We agreed at the previous meeting the following events.</p> <ul style="list-style-type: none"> <li>Disco – Easter Friday 18<sup>th</sup> March 2016</li> <li>Quiz Evening - Wednesday 4<sup>th</sup> May 2016<br/>Claire Jones to make contact.</li> <li>Fashion Show – Wednesday 22<sup>nd</sup> June 2016</li> </ul> <p>Do we want to plan any more events?</p>  | <p><b>Action</b></p> <p>Claire Jones</p>  |

|    |  |                                      |
|----|--|--------------------------------------|
|    | <p>Linda suggested we do 'Help a hand' again (fill a glove with coins). Linda Goacher happy to organise this and count the money received. The PSFA agreed that we should do this after Easter (summer term 5) with a return date for the first week of summer term 6.</p> <p>Sponsored swim will be done bi-annually. Re-look at next year.</p> <p>Helen asked if we could raise money for a covered play area (outside primary). Claire confirmed that we already have an outdoor classroom and we are planning for a canopy. Planning permission has been granted. Also, one of the assistant heads is looking at freestanding cover (sponsored swim money from last year will go towards this) for the primary playground.</p> |                                      |
| 6. | <p><b>Signatories</b></p> <p>We currently have Jane Amner and Linda Goacher as signatories on the account.</p> <p>Approval needed for Jane Amner to be removed. Linda Goacher will remain on the account with Claire Jones and Jonathon Elton to be added. The PSFA agreed to this.</p> <p>Jonathon updated the group on the bank. We agreed at the last meeting to move from Yorkshire Bank to Lloyds Bank, as they do collections from school. Jonathon reported that Lloyds Bank charge £10 per cash delivery, therefore it was decided we would remain with Yorkshire Bank and continue banking money in the same way.</p>   | <p><b>Action</b></p> <p>Jonathon</p> |
| 7. | <p><b>Any Other Business</b></p> <p>None.</p>  | <b>Action</b>                        |
| 8. | <p><b>Date &amp; Time of Next meeting</b></p> <p>Friday 4<sup>th</sup> March start 10.30am.<br/>Meeting closed at 2.10pm.</p>  | <b>Action</b>                        |