



**Minutes – PSFA Meeting
Friday 13th May 2016 at 10.30am**

	<p>Present: Linda Goacher, Alex Barrett, Claire Jones, Roberta Lowe, Lynnette Robotham, Helen Gough and Janice Bather</p> <p>Chair: Linda Goacher Secretary: Roberta Lowe Treasurer: Jonathon Elton</p>	
	<p>Apologies: None.</p>	
<p>1.</p>	<p>Welcome Linda welcomed everyone to the meeting.</p>	
<p>2.</p>	<p>Minutes & Matters Arising (PSFA 04/03/16)</p> <ul style="list-style-type: none"> • Requests for Funding: <p>Eye Gaze £2892. This was agreed at the last meeting. Jonathon confirmed that the manufacturers have replaced the version currently in school with a new model and we are waiting on an updated cost. This will still be purchased but may be more expensive.</p> <p>Primary sunshades £3621.42. This was declined at the last meeting. Roberta confirmed this with Neil. Jonathon said that the Local Authority (LA) insists that the material for the sunshade must be fire retardant and therefore the cheaper option of a wooden frame was not suitable. Neil is still looking into options for this.</p> <ul style="list-style-type: none"> • Fundraising opportunities <p>Help a hand. School council agreed that the money raised will go towards the sensory garden.</p> <p>10.43am – Alex joined the meeting.</p>	<p>Action</p>

	<ul style="list-style-type: none"> Any other business <p>Asda bag pack – Lynnette spoke to Asda and they are looking at their fundraising strategy. Lynnette will follow this up in the summer term.</p> <ul style="list-style-type: none"> Fundraising course - Linda and Jonathon attended the course which was very useful but unfortunately when the original 1 day course was rearranged, they did not inform Jonathon that the new course was over 2 days, therefore they missed 1 day. The 2nd day would have focused on gift aid. Jonathon is finding out if any other special schools would like to attend the 2 day course, so Linda and Jonathon can attend the 2nd day which they missed. <p>Minutes and matters approved.</p>	
3.	<p>Finance Report</p> <p>Jonathon circulated his finance report and talked through.</p> <p>The PSFA have contributed £1.96 towards uniform as the supplier did not inform us of a price increase for the cost of fleece.</p> <p>The remaining balance after income and expenditure is £21,438.12.</p> <p>The ring-fenced expenditure which has already been approved leaves a contingency balance of £15,587.95.</p> <p>We have received two requests for funding. If they are approved, the remaining balance on the account is £14,242.67.</p> <p>The group approved the finance report.</p> <p>The PSFA accounts run until end of March. Jonathon has asked the same auditor that audited the accounts last year, to re-audit the accounts this year. There will be a cost of £160 + mileage. We will also have to submit all the paperwork as we have raised over the £25k threshold.</p>	Action

if deliveries can be done after school? Lynnette confirmed that unfortunately deliveries are governed by Thornton's and the availability of the person who delivers the goods.

Group discussed storage options. The archive room is not suitable due to the location and the stairs. Janice offered her garage as this is cool and secure.

Claire confirmed that she had also checked that the initial contact made was in December 2014 and they donated goods to the school as we are a special school, not because of the charity. Realistically, any money raised should have gone into the school funds but it will remain in the PSFA.

Lynnette added that she got involved in May 2015. Ferreo Rocher took over in September 2015 and she was requested to confirm that we were a charity. Lynnette provided a copy of a letter that was sent to Thorntons in October 2015 (copy for file) and confirmed that Thorntons are donating the chocolate because we are a charity.

The group **agreed** that the chocolate sales should continue to go into the PSFA.

A discussion took place regarding the procedure for requesting funding from the PSFA.

Claire – A request does not necessarily mean money will be available and approved. Claire has met with Jonathon after his fundraising course and agreed that the PSFA needs to be more structured regarding how the money raised is spent. We need to be careful how we spend any money raised from the sale of Thornton's chocolate and the PSFA as a whole.

Lynnette agreed but staff buy and sell the chocolate on the understanding it is going towards a specific project e.g. the sensory room. We need to decide what the money is going to be spent on.

Claire – the sensory garden is now complete with the

	<p>Janice and Helen raised their concern about parent/carer involvement. Helen was disappointed to see that 47% of parent/carer questionnaires were returned.</p> <p>Claire agreed and previously, the PSFA has been promoted by posters, the meetings have taken place at all different times during the day, including after school, a crèche has been made available and the location has even been at a pub! Unfortunately, this had no impact on attendance. Geographically, pupils are not local and therefore it is not as simple to attract support. Parents and carers are contributing in other ways by attending the discos and purchasing raffle tickets.</p> <p>Janice added that she has done some research on funding and has a list of 8 funding bodies. One is for playground equipment (Coalfield's Regeneration Trust). Claire and Linda thanked Janice for her research. Action: Jonathon to email Janice for the information.</p> <p>Group agreed we need to start an advertising campaign at the new parent induction in July and again in the Autumn term.</p>	Jonathon
7.	<p>Fundraising Opportunities throughout the year (CJo)</p> <ul style="list-style-type: none"> • Quiz night Only 20 tickets sold therefore evening cancelled. Suggestion is to try in the Autumn term, after October half term. • Fashion Show – Wednesday 22nd June 2016 Helen and Alex will be models. Money raised will go towards the secondary quiet playground. • Help a Hand – Summer term 5 by Linda. These were sent to parents/carers this week. <p>Action: The PSFA agreed that Linda can send out the gloves to all staff. Money raised was will go towards the sensory garden, as agreed at School Council.</p>	<p>Action</p> <p>Linda</p>
8.	Any Other Business	Action

	<ul style="list-style-type: none"> Charity shop – Linda raised concern that the charity shop is still using our school name and we have only received a one off donation of £50. Concern that the public think all money raised is coming into school and it is not. Jonathon has confirmed with the charity shop that they cannot use our charity number. Action: Linda to contact the Town Hall to clarify the situation. Action: Jonathon to contact the charity shop and thank them for their one-off donation of £50 and confirm that going forward we do not want any more connection with the shop. 	<p>Linda</p> <p>Jonathon</p>
9.	<p>Date & Time of Next meeting Friday 1st July – 10.30am agreed.</p> <p>Meeting closed 11.50am.</p>	<p>Action</p>