BISHOP ALDHELM’S CHURCH OF ENGLAND V.A PRIMARY SCHOOL

PSA MEETING - MONDAY 19 SEPTEMBER 2016

MINUTES

PRESENT: Lizzie Sharpe (LS); Trudi Solazzo (TS); Abi Hawkins (AH); Alison Templeton (AT); Katie Harwood (KH); Janine Robins (JR) Marta Szopa (MS); Chris Lo (CL); Alison Ancill (AA); Krista Yanez(KY); Angela Ampulska (AA); Kelly Sherman (KS); Lizzie Adams (LA); Sarah Pidgley (SP); Scott Tait (ST)

1. WELCOME: It was a pleasure to welcome some new parents to the meeting with children in Foundation and Year 3.
2. APOLOGIES: Heidi Moxam (HM); Sharon Page (SP); Sarah Pidgley (SP); Claire Franco (CF); Teresa Grist (TG); Claire Delve (CD); Elena Moakes (EM)
3. There will be three coffee mornings in School for the new Foundation parents on the 3rd, 10th and 17th October. It would be a good idea to have one or more PSA representative at each coffee morning to hand out some information leaflets and be available to chat about PSA, events etc. ART asked for volunteers. KS confirmed she would be able to go, ART will join KS and AH also later confirmed she can help also.
4. The MacMillan Coffee Morning being held on the 30th September will be run directly by School rather than PSA. LS confirmed that there will be a request for volunteer help and cake donations going out shortly to the School as a whole.
5. It is understood that St Aldhelm’s Church may not be holding their annual firework and BBQ event this year. This leaves an opening for PSA to hold a similar event at School if the Health and Safety and Insurance permits. There was considerable discussion about this and everyone was in favour of such an event going ahead.

 KH suggested that we can also do a BBQ, teas and coffees, possibly cakes and sell glo-sticks and similar items. JR confirmed that Church normally charge £5 per family. LS will enquire asap as to whether School can permit a firework event to run and a date of the 4th November was pencilled in.

Later in the meeting ST arrived and agreed that a firework event sounds good. However, he suggested the possibility of having a professional company in to supply and set the fireworks.

AH recalled that there is a Year 5 child whose parent runs a firework shop, AH will find out about this. In the meantime we will wait to see whether this event can go ahead.

(UPDATE: - LS has subsequently confirmed that due to the close proximity of the electricity pylons at School a firework display cannot be held unfortunately.)

1. It was agreed that running second hand uniform sales just before October half term would be a good time. LS looked at dates in the School calendar, there are parents evenings due at that time, perhaps they would be good to coincide? ART will contact Hayley Stephens who originally proposed the idea to find out which dates she is available to run uniform sales initially. There will need to be additional volunteers to receive uniform donations into School, sort and then sell. JR pointed out that the Bishop Aldhelm’s Parents Facebook page is flooded with uniform sales so it clearly is going to be a popular idea.
2. LS confirmed that the Chair Tidies area in use in KS2 and are a great success, everyone loves them! ART requested that children and parents are reminded that the fund for the chair tidies came from PSA via funds raised at the Fayres and other events, some children had been told the tidies were courtesy of Miss Dickson! LS confirmed she will reiterate that PSA bought the tidies. Future requests for funds will be presented at a PSA meeting and put to vote.

8.1 ART enquired as to why PSA is responsible for School Christmas decorations, perhaps some of the children would like to volunteer to do it. LS thinks this is unlikely to be agreed and that if PSA do not put up the decorations there probably wouldn’t be any. That said it was agreed that the decorations need to go up a week before the Christmas fayre, making it Friday 25th November. This date can go on to the School website calendar and facebook page to advertise for additional help.

8.2 TS confirmed that the sales of the main Fayre raffle tickets were considerably down for the Summer Fayre. There is a cost of over £100 for the printing of the raffle tickets and of course the main prize is quite high. There are sales of tickets during the Fayre itself. After some discussion, TS suggested that rather than order in and pay for advance raffle tickets, at the Christmas Fayre we try just having the raffle table with sales of normal tickets from a raffle book on the day, ie; 5 tickets for a £1. It was also suggested that the amount of the main prize be reduced.

 AH confirmed that she has already sent out all the donation request emails to the various firms, shops and companies who donate to the School. ART thanked AH on behalf of PSA for doing this so far in advance.

8.3 ART asked whether School would consider asking KS2 teachers to encourage children to design and run their own stall or game at the Christmas Fayre with the assistance of their teacher both before and during the Fayre and hopefully their parents also. LS confirmed this should be fine, perhaps in year groups. LS will double check.

(UPDATE:- LS confirmed the KS2 run Christmas stalls is agreed and can be run as an enterprise project)

8.4 Reindeer for the Christmas Fayre was raised. ART briefly outlined that we had previously has reindeer along to the Christmas Fayre but this year the cost was at least £500 which was considered too high. It may be that we could request a sponsor for the reindeer or the Fayre from any parents who own their own company or work for a company who would consider it. LS confirmed that this could go on the School website and Facebook page if some wording was proposed looking for a sponsor.

9. **A date of Monday the 3rd October 2016 was agreed for the PSA AGM and meeting at 6.15pm**.

1. AOB
	1. AH proposed that PSA purchase some fluorescent tabards or similar with “Event Volunteer/Co-Ordinator” printed on them so that during events it is clear who is involved. This was agreed.
	2. TS and JR had difficulties locating some volunteers helping to run stalls and games and the Christmas Fayre which had led to them not being able to give out floats at the right time. As a result of this AH had come up with a much better plan to identify all volunteers with their email addresses at least a week in advance. We would then email them before the Fayre with the Instruction Sheet for the game/stall that person will be in charge of and instructions to go to see TS the PSA Treasurer in a previously agreed place to collect their float and sign a disclaimer to say they have received, will look after it and return it to TS at the end of the Fayre. All agreed this would be a much safer arrangement.
	3. Following another discussion about the profits from alcohol sales at Fayres held by other Schools in the area, LS will see whether she can add this point to the Agenda at the next Governor’s meeting again for consideration.
	4. LS confirmed that the Tuck Shop has made a profit of just over £475 and wondered how PSA would like to spend the funds. It was agreed that this could pay for the reindeer to come to the Christmas Fayre; (although we could still look for a Fayre sponsor, Goadsby Estate Agents had sponsored Sylvan First School’s Summer Fayre and given it considerable advertising on their sale boards). ART will double check the reindeer availability.

(UPDATE:- If the reindeer are still available then yes, School would like PSA to utilise Tuck Shop profits towards them for the Christmas Fayre.)

* 1. KH raised the question of whether we are holding an adult Quiz Night with a Fish Supper again this year. All agreed this was a great event and should go ahead with this and, if fireworks are agreed it will be held in January but, if there are no fireworks, then a date in November will be set.
	2. KH indicated that the BBQ’s need a clean before they are used again, possibly at the Christmas Fayre. KH will obtain a price for this and it was agreed to go ahead and have them professionally cleaned.
	3. AH raised the fact that the PSA noticeboard at the front of the School is looking particularly sad and unloved and suggested that perhaps the purchase of a magnetic whiteboard which could be attached to the noticeboard would help so that we can either just write messages directly on to it or obviously magnetically attach flyers/posters/information etc. This was agreed. ART will look into cost. In addition a noticeboard at the back of the School somewhere would be a good idea. Possibly not right at the back gate as not many people stand near enough to the gate for long enough to see it. However, if a location is agreed and another noticeboard purchased TS confirmed this would not be a problem.
1. Meeting Closed at 7.15pm