



PSA Meeting

MINUTES by Catherine Harris

Date: 12th October 2018

Venue: St Martin's

Attendees: Zoë de la Pascua, Julie Fuller, Lucy Ring, Catherine Harris, Theresa Lisi, Marion Jones, Gemma Solanellas, Sian McCoubrey

1. Welcome and introductions

2. Chair's Update

- Zoë has had a meeting with Mrs Cosgrove who is hugely supportive and keen to attend PSA events wherever possible.
- The Committee are meeting with teaching staff after school on Tuesday 16th October. This will be an informal chance to introduce the PSA and our role and encourage staff to support us. Zoë is producing goody bags for each teacher to welcome them to our community for 2018. These will contain various items including a voucher for £100 of PSA funds to spend on resources for their own classrooms.
- Following the departure of Miss Hudson, this will be a chance to seek a new staff member to act as link between staff and the PSA.
- It will also be a chance to encourage staff to approach the PSA directly (via agreed process) with spend requests.

3. Funding requests

a. Playground Markings

For due diligence, 3 quotes are required, of which we already have 2. To move forward we require a member of teaching staff to help with internal decisions as many of the playground marking will provide opportunities for outside learning.

b. Tournament kit

(Purchased partly with PSA funds and partly through sponsorship from The Club at Mapledurham) is due to be delivered after half-term.

ACTION: TL to follow up with The Club at Mapledurham re: kit sponsorship.

4. Treasurer's Update

(See also Treasurer's Report circulated at the AGM on 11th October 2018).

- PSA are currently up-to-date on all payments due to the school except for tournament kit.
- We currently have approximately £12,000 funds to spend, of which £5,000 is earmarked for playground improvements.

5. Event Planning

A) Glow Disco - Thursday 18th October 2018

- Julie has arranged DJ, Gareth Clyde, following recommendations. He will arrive to start set-up at 4.15pm (Glee Club will be in the hall until 4.30pm).
- Mrs Cosgrove will attend and lock up premises.
- Zoë is doing a risk assessment using the template and considerations provided by Mrs Cosgrove.
- Manu is leading the face-painting team (following simple designs to be printed by Zoë) and will bring desk lamps for lighting.
- More parent volunteers are required!
- It was agreed that a 'breakout space' is required but that this should be in the hall rather than in a separate classroom/staffroom. We could use benches and/or an area at the side/front of the hall.
- Glow sticks will be available to buy for KS2 disco. Sian agreed to source glow in the dark stickers for KS1 disco.

ACTION: ZdIP to purchase tuck shop items.

ACTION: ZdIP to print simple face paint designs.

ACTION: ZdIP to put volunteer sign-up sheet link in newsletter.

ACTION: SM to source glow in the dark stickers for KS1.

B) Presents, Pamper and Prosecco evening – Thursday 8th November 2018, 8-10pm

- Theresa has organised and booked stall holders. We have 19 stall-holders confirmed (who will require 1 table each) and 4 outstanding TBC.

ACTION: ZdIP & TL to review layout & available space (including private space such as ELSA room for treatments) and table sizes for stall-holders.

ACTION: TL to chase outstanding stall-holders.

- Theresa is sourcing prosecco donations from local businesses with an aim of acquiring as many bottles as possible. Any leftover can be used at the Advent Fayre. Theresa has agreed free glass hire with Waitrose and will request 150 flutes, 50 wine glasses and 100 tumblers. Zoë has tablecloths. Maz agreed to talk to Juliette Williams about borrowing table centrepieces. It was agreed that we should ideally use battery tealights (which Sian

can source) rather than candles. It was agreed that we will not have food for sale at the bar other than nut-free nibbles (e.g. 'posh' crisps).

ACTION: TL to order glasses.

ACTION: MJ to organise borrowing of table centrepieces.

ACTION: SM to provide battery tealights.

ACTION: ZdIP to purchase kettle chips or similar.

ACTION: ZdIP to ask Charlie Cox if he could co-ordinate supplies for the bar.

- It was agreed that set-up can commence from 4.30pm (after Glee Club). Tables need to be in place before 6.30pm when stall-holders will start to arrive.
- Tickets are available online. Zoë will print physical tickets for sale at school. We discussed whether we have a maximum ticket number.

ACTION: ZdIP to check school maximum event attendee limits.

ACTION: ZdIP to print event tickets.

- Raffle tickets will be sold on the night (but not in advance) so only cloakroom tickets (from PSA stores) rather than pre-printed tickets are required.
- Stalls will be manned by stall-holders so volunteers will only be required for:
 - Set-up
 - Door
 - Bar
 - Raffle ticket sales
 - Clear-up
- The event will be externally promoted on Social Media and also via posters.

ACTION: ZdIP to print and laminate event posters x 15.

ACTION: ZdIP to review online sign up functionality via PTA Events

C) Advent Fayre – Saturday 24th November 2018, 3-5pm

- Programme: Catherine and Theresa are approaching local businesses and have 5 full-page adverts confirmed so far (worth £225).

ACTION: TL to discuss printing of programme and flyers with potential sponsor, Prospect Estate Agents, and provide addresses for boards (15 agreed so far).

	Stall	PSA decisions
At the Beginning	Entrance	Agreed fee £1 per adult and accompanying children free
	Scavenger Hunt	We discussed the possibility of this being based around teacher childhood/Christmas photos. ACTION: ZdIP to speak to Mrs Cosgrove about photos
	Entertainment	Live performances and background Christmas music ACTION: JF to check with Juliette Williams re: involving Glee club and organising live performances
To Eat & Drink	International Cafe	ACTION: ZdIP to seek coordinator ACTION: TL to seek food donations from local restaurants
	Bar	Mulled wine was a big seller in 2017 ACTION: CC to source Mulled Wine container
	Refreshments	Theresa has requested coffee donations from Starbucks.
	Tuck Shop	ACTION: JF to source items as necessary
Favourites	Raffle	Prizes: Luxury hampers using parent donations of festive produce and children's toys/stationery hampers using items donated by Tiger. Catherine is ordering raffle tickets to be distributed in book bags on Friday 9 th November ACTION: CH to order raffle tickets x 1000 ACTION: CH to borrow ticket tombola from St Anne's church ACTION: ZdIP to produce poster (Using picture of last year's hampers) to increase external ticket sales (e.g. at church) ACTION: Raffle Manager (currently vacant) to produce online parent donation sign-up sheet
	Children's Silent Auction	Bidding from £1 Catherine to produce bid sheets ACTION: CH to send list of 'lots' to Zoë ACTION: ZDLP to check feasibility with Mrs Cosgrove/teaching staff
	Bottle Tombola	Own clothes day in exchange for bottles (& bottle labelling) - Friday 23 rd November
	Choco cards	From donations at own clothes day Friday 19 th October
	Lucky Dip	Sian agreed to manage Lucky Dip ACTION: SM to investigate sourcing lucky dip prizes from Terry's

		ACTION: LR to send list of items purchased by Lindsay in 2017
	Christmas Cups	Zoë agreed to manage this
	Advent Line-Up	Approximately 70 small prize items required ACTION: CH and TL to collect Tiger donations
Games		It was agreed that year 5 as well as year 6 pupils should be invited to organise/run these stalls. Maz offered to coordinate
	Tinsel Pull	
	Speedy Snowballs	
	Find the magic carrot	
	Down the Chimney	
	New game idea TBC?	To replace 'A Coin for Rudolph'
Fun things for children to do		Gemma offered to assist with this, typically managed by the Reception parents. ACTION: ZdIP to discuss suitable stall list with GS (possibly to include the following)
	Sand Art Christmas Tree & Stars	Sold out in 2017
	Children's Crafts - Beads	
	Reindeer Food	Mess in 2017 made clear-up difficult. If repeating, we need to procure large mat to protect classroom carpet
	Letter to Father Christmas	
	Face Painting	
	Glitter Tattoos	
	Nail Bar	
	Pony Rides	New for 2018! Theresa has booked this. 10% of takings will be donated to PSA with local business retaining the rest. Not a money-spinner but it was agreed that this is a lovely attraction for the children which will boost attendees.
To Buy	Christmas Crafts & Gifts	Undecided as to whether to repeat this. It was successful in 2016 but not in 2017. We could possibly replace with a Children's Craft/Gift stall.
	Beauty Goodies to Buy	ACTION: LR to speak to Rosamund
	Preloved Toys & Teddies	We already have some stock and other donations ready to come in
Other	Signage	Zoë
	Assembly	Zoë & Maz
	Volunteer sign-up sheet	Zoë

6. Other Committee roles

- **Business Sponsorship Team**

Theresa agreed to continue as Business Sponsorship Manager with Maz joining the team, and Catherine stepping down (and into the role of Secretary)

ACTION: CH and TL to meet with MJ to discuss role

- **Raffle Manager**

Vacant (but needed) following Colette's departure

ACTION: CH and TL to send role description to Zoe

- **Pre-loved Uniform**

Maz agreed to lead on this and help at first sale this afternoon!

- **Mothers' Day Secrets Room**

Sian offered to coordinate this as it was such a wonderful event for the children (and Mums!) in 2017. Our thanks to Rosamund Porter for coordinating this for so long.

- **Parish links**

St Michael's: Theresa

St Anne's: Catherine

- **Class Reps**

We have some vacancies. Appeals sent via WhatsApp groups have not yet yielded new reps!

- There are a lot of other roles, many of them fairly small that we hope would appeal to parents wanting to get involved but not having a lot of time. Zoe will collate a brief write up about each role and include it in the newsletter.

Next Meeting; Friday 2nd November, 8.45am, School Library
