



PSA meeting

2nd November 2018

MINUTES

Venue: St Martin's

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

1. **Welcome and introductions**

2. **Chair's Update**

- **Funding requests**

£500 has already been spent on books for the library. A request has been submitted for a further £150 to spend on additional books, with the aim of providing copies of each book on the class recommended reading lists. Attendees felt this was an appropriate use of funds.

ACTION: LR to submit spend request and draw up lists of class recommended reading books for display in the school library.

We await spend requests from all class teachers in relation to the PSA vouchers for £100 of PSA funds to spend on resources for their own classrooms that were given out in their goody bags on 16th October.

Mrs Williams & Mrs West have suggested the PSA purchase a trophy cabinet to display in the school office. It was felt that one might be sourced cheaply from eBay/Freecycle so the Committee was asked to lookout for such an item.

- **Vacant Committee Roles**

Raffle Coordinator: Thanks to Rashi Agarwal who has kindly agreed to take on this role.

St Rose Class Rep: Thanks to Erica Malaprade who has kindly agreed to take on this role.

Reception Class Rep: Thanks to Gemma Solanellas and Adeline Gibbs who have kindly agreed to take on this role together.

- **Staff Link for Playground Marking**

Mrs Cosgrove has agreed that Mr Silk (because of his P.E. specialism) will act as liaison for the playground markings project. It is hoped that the Playground markings will be used for playtimes, outside learning and PE. Quotes need to be reviewed from before the summer and an additional provider sought for a third quote.

ACTION: ZdIP to approach Mr Silk.

3. Treasurer's Update

- We currently have approximately £13,000 funds in the bank, of which £5,000 is earmarked for playground improvements.
- LR has submitted our Annual Review (including details of all our income and expenditure).

4. Glow Disco Review

- We received positive feedback about many aspects of this event, including the set-up / layout and the DJ's interaction with the children.
- A parent had commented that the timing (to coincide with the final week before half-term) meant some younger children were too tired to attend. This was discussed, however, the group felt that end-of-term timing gave the event the air of a special treat, which is worth preserving, and also that parents were more likely to be happy to miss pre-arranged after school activities in favour of a disco if it is held in the final week of term.
- Face-painting numbers were down in comparison with previous years. The need for next year's form to be clearer about the additional cost of face-painting, and the need for parental permission, was noted. We could have separate detachable sections of the form (e.g. KS1 + face-paint = £4.50) so that parents can detach the appropriate selection and are clear about the amount they have to pay.
- We discussed the idea of offering transfers and under 4's Glow Sticks at future events.
- It was acknowledged that the form/instructions could have been clearer about the arrangements for St John class (which transcends KS1/KS2).

Upcoming events:

5. Presents, Pamper and Prosecco evening – Thursday 8th November 2018, 8-10pm

- 21 stall-holders are confirmed and have paid, raising £315.
- TL has been doing promotions via the PSA Facebook Event page.
- It was agreed that PSA Committee members should not use the staff car park (required for stall-holders who will need to load/unload stock) or spaces on Pendennis Avenue.

- Stall-holders will have access from 6.30pm so we should be mindful that, from this time, external parties will have access to school premises.
- Drinks: Massive thanks to TL and MJ who have sourced donations of 31 bottles of prosecco (including 10 from Prospect Estate Agents). Ice will be required to keep drinks cool.
- It was agreed that the 'Sum-Up' could be used at the bar and on the door.
- Layout has been agreed by Mrs Cosgrove (who has kindly agreed to open up and lock up): Bar by entrance to staff room, raffle by benches, 9 stall-holders in hall, 7 in Mrs Lang's classroom and 4 therapists in Mr Silk's classroom.
- We will have background music at a low level.
- No risk assessment is required as the event is adult-only.
- Raffle will be called by JF at 9.45pm.
- ZdIP has explored maximum limits on numbers and this does not apply (would only come into play if expecting over 300 attendees).
- Tickets are being purchased online, via form at school office and on the door.

ACTION: ZdIP to source kettle chips / snacks.

ACTION: ZdIP to organise music for all three rooms.

ACTION: JF to review tuck shop, ice, soft drinks from Costco and white string lights x 4 for tables.

ACTION: LR to organise 'Sum-Up' and floats for bar, raffle and door (to include £5 notes).

ACTION: ZdIP to promote that card payments are available, that the event is adult-only and that soft drinks are available in lieu of prosecco.

6. Advent Fayre – Saturday 24th November 2018, 3-5pm

- See attached stall list.
- It was agreed that as much set-up as possible should be done after school on Friday 23rd November (I.e. items placed in right rooms) to save time on the day of the event.
- The need for an agreed limit on the number of adverts (and the possibility of offering an early bird discount to advertisers who pay early) was discussed for future events.

ACTIONS

Raffle:

- CH to ask Fiona to put raffle tickets in book bags Friday 9th November (1 per family).
- ZdIP to ask Colette for raffle prize donation sign-up sheet and replicate to go live on Friday 9th November.
- CH to borrow tombola from Our Lady and St Anne's and buy cellophane and ribbon.
- ZdIP to produce poster for display at church to boost external raffle ticket sales.

Programme/flyers:

- ZdIP to produce & print small flyer (1st page of brochure) in time for copies to be distributed at Presents, Prosecco & Pamper evening on Thursday 8th November.

Volunteer sign-up sheet:

- ZdIP to set this up to go live on Friday 9th November, and open up to Governors and teaching staff as well as parents.

Scavenger Hunt:

- ZdIP to coordinate staff photos.

Entertainment:

- JF to discuss entertainment with Mrs Williams and get Glee Club names in time for inclusion in programme if possible.

To Eat & Drink:

- TL to approach restaurants/takeaways for food donations and shops for mince pies.
- GS to provide charcuterie.
- ZdIP to approach Charlie Cox re: bar supplies coordination.

Favourites:

- CH to produce bid sheets x 10 for Children's Silent Auction.
- CH to produce bid sheets for Adult's Silent Auction.
- ZdIP to source paper bags and check Tiger prizes for Advent Line-Up.
- ZdIP to buy cups & JF to produce blurb for Christmas Cups.

Games:

- MJ to produce tuck shop voucher (1 item) for games helpers from years 5 & 6.
- MJ to visit classrooms to recruit helpers (4 half-hour slots per game required).

Fun things for children to do:

- ZdIP to ask parents to send in spare craft supplies.
- GS to source pipe cleaners, pom poms, ribbons, etc.
- GS to recruit Lima class parent helpers for children's craft stalls x 5.
- CH to provide light-up reindeer for Letter to Father Christmas room.
- ZdIP to check with Mrs Cosgrove re: ponies.

Signage:

- ZdIP to prepare signage.

Other:

- CH to prepare, print and deliver letters for Pendennis Avenue neighbours (to be signed by ZdIP and Mrs Cosgrove).

7. Sponsor (Prospect Estate Agents)

Theresa and Maz met with Ross from Prospect. We are one of three schools he is sponsoring and he seems to be very supportive.

He has offered to provide the following:

- A lump sum (approximately £250?) for Advent Fayre sponsorship plus funds for programme/flyer printing
- Funding for approximately 10 prosecco bottles for the PPP evening
- £245 per house sold through Prospect
- Funding for an activity day/panto
- A prize (e.g. for pupil with best attendance record)

ACTION: TL & MJ to follow up on sponsorship details.

ACTION: ZdIP to ensure sponsor is mentioned in school/PSA newsletter.

8. **Next meeting**

Monday 12th November, The Caversham Rose, 8pm