



PSA meeting

12th November 2018

8pm

MINUTES

Venue: Caversham Rose

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

1. Welcome and introductions

2. Chair's Update

Mrs Cosgrove has confirmed that Mr Silk will be the staff point of contact for the PSA playground markings/improvements project. It is hoped that the playground markings will be used for playtimes, outside learning and PE.

ACTION: ZdIP to meet with Mr Silk.

3. Treasurer's Update

- We currently have approximately £13,500 funds in the bank, £6,500 of which is already earmarked for spend on playground improvements, library books and tournament sports kits. This leaves approximately £7,000 in the bank.
- £105 insurance premium is due out this month.
- The 'Scooters for Schools' offer is no longer available from Micro Scooters. However, on ending the scheme, they have donated 6 scooter helmets to the PSA. These will be sold/raffled/auctioned to raise PSA funds.
- Income from recent events:
 - **Glow Disco** - £400 tickets + £180 tuck shop = **£580**
 - **Presents, Prosecco & Pamper evening** - £300 stalls + £100 raffle + £100 bar + £250 tickets = **£750**
 - **Advent Fayre** (so far) - £400 programme adverts + £200 sponsorship = **£600** (Thanks to our Business Sponsorship team for their efforts!)
 - **Christmas cards** - sales **£130** (Thank you to Rashi Agarwal for coordinating!)

4. Spend Requests

- Mrs Grindlay is the only teacher who has so far submitted details of spend requests for the £100 voucher recently donated to teaching staff. She has requested dictionaries and glue sticks. Mrs West has indicated that she will request art supplies. ZdIP has reminded teachers via email.

ACTION: ZdIP to ask Class Reps to prompt teachers to submit spend requests.

- Mrs Williams has submitted a request for funding for new Nativity costumes as the current set is over 30 years old. The cost of £341 for 30 costumes for EYFS/Year 1 and £341 for 30 costumes for Year 1/Year 2 (total £682) was approved in principle by the committee, although it was felt that the exact number of costumes required for 2018 should be ascertained.

ACTION: ZdIP to confirm required costume numbers with Mrs Williams, and seek approval from Mrs Cosgrove (as total spend exceeds £500).

- Storage boxes are required for pre-loved uniform. Spend on this was approved by the committee.

ACTION: ZdIP to raise the issue of in-school storage for PSA items with Mrs Cosgrove.

- Mrs Cosgrove may wish to submit a request for funding to support sports provision.
- Tournament kits are due to arrive in School on 20th November.

ACTION: ZdIP to discuss with Mrs Cosgrove the possibility of arranging a photo opportunity of new tournament kits with local press.

5. Presents, Pamper and Prosecco evening review

- There has been very positive feedback on all areas of this event. Massive thanks to TL for her efforts in organising this event.
- TL confirmed that most stall holders were happy.
- It was agreed that consideration should definitely be given to holding a similar event again in future years.
- Ideal timings for such an event was discussed. It was agreed that it works well as a festive event as attendees can purchase Christmas gifts and some stall holders only operate during this period. However, ideally, a longer gap before the Advent Fayre would be preferable.
- At future events, we could also bear in mind the following:
 - Booking more therapists (e.g. multiple manicurists)
 - Offering hot drinks to stall holders
 - Making it clear that soft drinks are available in lieu of prosecco

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

- See attached stall list.
- Advertising boards are due to be erected this week. 26 addresses have been given to Prospect Estate Agent, but the school will receive a lump sum in sponsorship rather than a payment per board (as was the agreement with the previous sponsor, Masons).
- There is no fixed schedule for the Glee Club entertainment. The aim is to allow any member of Glee to sing to entertain the crowds if they wish to, plus to have a couple of Christmas pieces sung by the whole group at a time convenient to most people.
- It was agreed that people wishing to fill more than one 'Christmas Cup' can do so but must take extras to the school office and keep separate from class competition.
- The possibility of making 'Christmas Cups' more environmentally friendly by not using plastic containers was discussed. Glass jars could be used instead.

ACTIONS

Raffle:

- CH to borrow tombola from Our Lady and St Anne's and buy cellophane and ribbon.
- ZdIP to send photos of last year's hampers to CH for display at church to boost external raffle ticket sales.
- Rashi & TL to monitor hamper donation sign-up sheet and flag any big gaps by Monday 19th November.
- ZdIP to ask reps to remind classes to return unsold tickets shortly before the event.
- ZdIP to ask Fiona to get hamper baskets out of the container.
- TL, MJ & RA to seek donations from local businesses

Programme/flyers:

- ZdIP to send programme proof to Claire for printing (x 160) by Monday 19th November.
- ZdIP to ensure programmes are sent home in book bags on Friday 23rd November.
- ZdIP to include half-page write-up of sponsor (Prospect Estate Agent) offer in programme.
- ZdIP to send flyer PDF to Rebecca for display on St Anne's PSA Facebook page.

Posters:

- ZdIP to display laminated posters at school.
- CH to display laminated posters around the Milestone.

Volunteer (Helper) sign-up sheet:

- ZdIP to remind Governors and teaching staff as well as parents to sign-up.

Assembly:

- ZdIP and MJ to address children on Friday 16th November.

Scavenger Hunt:

- ZdIP to coordinate staff photos which are due to be provided by Friday 16th November.

Entertainment:

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

To Eat & Drink:

- Jackie Colao to coordinate.
- TL and MJ to approach restaurants/takeaways/shops for food/mince pie donations.
- TL to ask Starbucks for more small cups.
- FL to source milk, marshmallows, cream, etc, for hot chocolate.
- Charlie Cox to source bar supplies.

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.
- CH to check her Tiger bags and pass to ZdIP any extra prizes for Advent Line-Up.
- MJ to find out if Sian needs help wrapping lucky dip prizes, and to mention 3 'golden ticket' prizes.
- ZdIP to ask reps to remind their classes to return Christmas Cups and push the competitive element.
- ZdIP to check Christmas Cups are being kept in the classroom (not the school office) so we can monitor each class contribution.

Games:

- MJ to produce signage, instructions and tuck shop vouchers (1 item) for games.
- ZdIP to ask year 5 and 6 reps to advise parents about volunteer helper request.

Fun things for children to do:

- GS to produce signage and instructions for children's craft stalls and source craft supplies.
- JF to source cheap glue sticks.
- CH to provide light-up reindeer and JF to provide decorations, including postbox, for Letter to Father Christmas room.
- Letter to Father Christmas room helpers to write children's names on sticker to go on back of letter for identification.
- LR to text Rosamund regarding the Nail Bar and ask for help from Amelia and a friend.
- ZdIP to check with Mrs Cosgrove re: ponies.
- JF to source lights to decorate event shelter (for pony ride queueing).
- ZdIP to send out advance notification to parents that the cost of a 5-minute pony ride will be £4 of which 10% will go to the school.

To buy:

- LR to approach Gift Stall helpers from Summer Fayre to request their help with coordinating/manning Gift Stall.

Signage:

- ZdIP to prepare signage. (Ponies sign should state that the cost will be £4 of which 10% will go to the school.)

7. **Next meeting**

Thursday 13th December 2018, The Caversham Rose, 8pm