

Minutes of Grazebrook PSA Executive Committee Members' Meeting on 21 February 2023

Attendees:

Meryl Daniels (MD) (Co-Chair)
Kelly Edmunds (KE) (Co-Chair)
Emily Greaney (EG) (Co-Chair)
Anna Pilch (AP) (Co-Chair)
Gonar Pourkaram-Moorgan (GPM) (Co-Chair)
Dora Costa (DC) (Secretary)

Apologies:

Jen Davies (JD)(Co-Chair)
Sev Govenc (SG) (Treasurer)
Abby Holmes (AH) (Communications)

1. The attendees reviewed the proposed strategy for 2023 including the fundraising events and activities calendar for the year. These would be as follows (dates tentative and subject to discussion with Ms. Beecroft/confirmation from the school as detailed below in the Next Steps section):
 - KS1 Movie Night on 21/04;
 - Monthly year-led bake sales;
 - Summer Fair on 01/07 (planning to start the planning from early May);
 - Halloween Fright Night in October;
 - Winter Fair/Raffle in December; and
 - Food fair (subject to discussion with Dorian, one of the previous Co-Chairs as he was due to organise this).
2. The following events could also be a possibility/back-up:
 - Jumble sale (this raised around GBP4,000 during the pandemic period when it replaced the in-person events); and
 - Adult spring social (e.g. international pub quiz).
3. As set out in the proposed mission statement, the money raised by the PSA will be used to fund the holiday pantomime shows, anti-bully week, contributions to the staff Christmas party, the Joss Bay trip, ASpace-Arts and therapy, contributions for the Year 6 graduation party, contributions to the Parents Get Lost initiative and other initiatives benefiting the school which may arise and be deemed appropriate by the Executive Committee.
4. For the sake of efficiency, it was agreed that any executive decisions would be taken by a majority of 4 out of 6 Co-Chairs.
5. The PSA account currently has around GBP15k (this is subject to confirmation as below).
6. The following meetings were penciled in:

- 13/03 – PSA Executive Committee Meeting.
- 17/03 – Meet and greet between PSA Executive Committee Members and general PSA members/school parents to be arranged at the school between 9 am-10 am .
- Subsequent general PSA meetings (all parents/carers welcome) will be coordinated/tied in with events to be arranged by PSA e.g. such as the Summer Fair, etc. This will be either in person or zoom (TBC).

7. Next Steps

- KE/EG – To arrange meeting with school/Ms.Beecroft before 17/3 to run proposed events past her (including possibility of hosting a night for the parents only) and dig up previous mission statement and use it to finalise proposed mission statement/strategy document for 2023.
- KE to reach out to the school (Alberto in Accounts Department) to find out where the bake sale monies go.
- All PSA Executive Committee Members to (excluding KE and MD) log onto PSA Google Drive. Dorian will then receive message and can accept access (as long as he knows that the person in question is trying to log in). KE has asked all Members to text Dorian to arrange access.
- AH to message broader PSA group to announce upcoming PSA meeting.
- KE to set up PSA Parentkind account.
- EG to speak to Dorian about possibility of hosting food festival and publishing accompanying cookbook (potential plan TBC in Feb/pin down date with Dorian?).
- EG to complete mission statement/brief and send to MD who will arrange final presentation of the same with Adrian prior to circulation to wider PSA audience.
- PSA Executive Committee to develop policy/formalise the process covering how the school presents invoices (re. items covered by PSA funds) for processing/streamlining of payment process.
- SG and Dorian to provide overview of financial situation and confirm how much is in the PSA account. Dorian/Catherine Hyotte (ex-Co-Chair) to confirm how much needed to fund school programmes highlighted above.
- MD to speak to Catherine about previous experiences re movie night i.e., why didn't arrange one for KS2 previously?
- DC to ask Dorian about charity status of PSA and what to do regarding administration of the same going forward.
- AH to follow-up on website with Dorian/general update of the page/get trained on comms etc. Possible consolidation of PSA newsletter and Ms Beecroft's newsletter.
- AP to speak to Shacklewell PSA head to find out some top tips of raffle revenue success and any other top tips they may want to share.
- PSA Executive Committee Members to send PSA invite to their year groups to capture any people that joined the school mid-year.