



FRIENDS OF GRAZEBROOK IS A PSA

REGISTERED CHARITY NUMBER 1084738

grazebrookpsa@gmail.com

PSA Meeting - Agenda

Date / time 22/03/ 2019 | 9am | *Meeting called by* PSA

Board members

Ali Mears, Co-Chair | Beth Wijayarathna, Co-Chair | Nadine Monem, Co-Chair | Chloe Roberts, Co Secretary | Simon Roberts, Co-Secretary | Damali Raymond, Co-Treasurer | Nicki Sprinz, Co-Treasurer | Dorian Fray, Communications |

Time	Item	Owner
9-9.10am	Film night date confirmation and job list	BW
9.10-9.20	PSA AGM Plan and confirmed date-task list	All
9.20-9.30	Finance Update-Budget in relation to funding requests	DR
9.30-9.40	'The World We Want' Project for the Whole School-Funding amount confirmed/call out to parent volunteers	ALL
9.40-9.50	Newsletter-Content/date decided/items confirmed	ALL/NM
	AOB Funding Requests- Yoga Mats Roadmap. Future events-yearly diary for 2019-updated PSA Social Date TBC	



GRAZEBROOK PSA MEETING
Location: Grazebrook School Staff Room
Friday 22nd March 2019 9-10am

Present:

Chloe Roberts (CR)	Co Secretary (and minutes)
Simon Roberts (SR)	Co Secretary
Dorian Fray (DF)	Communications
Ali Mears (AM)	Co Chair
Nadine Monem (NM)	Co Chair

Apologies: Nicki Sprinz (NS), Alexa Baracia (AB), Beth Wijarathna (BW), Rachael Mize Fray (RMF)

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Date	Agenda item/discussion	Action/ Agreement	By whom	By when	Status comments/ update
22/03/19	AGM	Date: 26 th April 2019/ 3 rd May 2019 possibilities-AM confirm with Ms.Hutchison 1. Dependent on film night date (possible 26 th April 2019) 2. Advertised three weeks prior to wider school community. 3. Need extra 8-10 attendees as well as committee members. 4. Venue: Reception classroom 5. Time: 3.30- 4.45 6. Provide refreshments and pizza 7. Does constitution need to be updated. 8. Agenda for AGM	AM BW CR	05/04/19 05/04/19 26/04/19	
22/03/19	The World We Want	1. Update from Ms.Hutchison. 2. Ms.H requested that PSA use network to find parent volunteers. Relevant skill sets. 3. Aim for legacy of sustainability in school. 4. Mrs. H suggested £5k ceiling donation from PSA. 5. PSA to promote funding this project.	ALL	05/04/19	

Date	Agenda item/discussion	Action/ Agreement	By whom	By when	Status comments/ update
		6. Poster designed and put in PSA notice board/newsletter to promote/ on socials 7. Music/food/ items to sell organised for the festival on 23 rd May 2019.			
22/03/19	Finance	Finance update- 1. If spent £7k on The World We Want then would be left with £8k 2. Costs coming up- £1.5k for summer fair 3. Year 6 party- £500 4. Budget needs to be set.	DR via CR	22/03/19	
22/03/19	Gardening equipment Yoga equipment	1. Gardening equipment- £420 from PSA funding. Including-trugs, wheelbarrow, forks, spade, gloves to include all children in outdoor lessons. Run by Mr. Smith and Bev. 2. Yoga Mats funded by PSA-Mr.Smith and coach Tanya.	DF/CH DF	05/04/19 05/04/19	
22/03/19	AOB	Books- Foyle grant. Need for committee to be formed. Mindfulness- Awaiting confirmation from Ms. Hutchison. Mr.Smith possible champion. Freecycle Event- Mrs.H wants PSA to take over a lots of uniform items in caretakers house.	NM AM CR	05/04/19	

Date of next meeting: **Friday 3rd May 2019** Location: Grazebrook School Staff Room