



FRIENDS OF GRAZEBROOK IS A PSA

REGISTERED CHARITY NUMBER 1084738

grazebrookpsa@gmail.com

PSA Meeting - Agenda

Date / time 25th Jan 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	Date for film night/disco/job list S.O.P	BW
9.10-9.15	Mindfulness update	AM/SR
9.15-9.20	Parent Council Rep update on new roles.	RMF
9.20-9.30	Fundraising Target/ Socials/PSA notice board	DF/CH/DR
9.30-9.40	Future events/yearly diary for 2019	ALL
9.40-9.50	Jan Newsletter Items Confirmed	ALL/NM
9.50-10.00 –	AOB	
	Card machines?	DR/DF



GRAZEBROOK PSA MEETING
Location: Grazebrook School Staff Room
Friday 25th Jan 2019 9-10am

Present:

Chloe Roberts (CR)	Co Secretary (and minutes)
Simon Roberts (SR)	Co Secretary
Dorian Fray (DF)	Communications
Catherine Hyotte (CH),	PSA member and head of Raffle Committee and student council rep

Apologies: Nicki Sprinz (NS), Alexa Baracia (AB), Nadine Monem (NM), Damali Raymond (DR), Ali Mears (AM), Beth Wijarathna (BW), Rachel Mize Fray (RMF)

Date	Agenda item/discussion	Action/ Agreement	By whom	By when	Status comments/ update
25/01/19	Committees	Committees to be set up to organise events and delegate tasks for all upcoming events and projects. 1. Mindfulness. 2. Film night. 3. Summer fair. 4. Website.	Heads and members to be decided.	08/02/19	
25/01/19	PSA Proposed Event Dates Roadmap	1. Visual Roadmap of all future events for the year ahead with dates to start planning included. 2. To be used as a visual planning tool for the PSA and to be included on the website and on posters/ notice board for the wider school community. 3. To be transferable for future years so can have an events planner approved by Ms. Hutchison well in advance.	CH	08/02/19	

Date	Agenda item/discussion	Action/ Agreement	By whom	By when	Status comments/ update
		Provisional dates for events already approved by Ms. Hutchison. To be publicised on socials once film night confirmed. <ol style="list-style-type: none"> 25th January 2019 Friday - Film Night (To be moved to 1st March 2019) 22nd March 2019 Friday - PSA AGM - held at the school 9am-10am (location tbc) 22nd March 2019 Friday - Film Night 5th April 2019 - Friday - Easter egg hunt - straight after school for nursery/reception and year 1 - in one of the playgrounds 7th June 2019 - Friday - Plant sale - school playground, straight after school 6th July 2019 - Saturday - Summer Fair 20th September 2019 - Friday - Barn dance 			
25/01/19	Website Launch 14/02/19	Valentines Day Website Launch in KS2 Playground before school. <ol style="list-style-type: none"> Posters designed to promote website content and tools. Balloons/PSA branded t-shirts and stickers. Treats/fruit given out as promotion. To be finalised at the next meeting (08/02/19) including date to get posters put in PSA notice board. Website ready to officially be promoted by this date. 	CH/RMF/DF/CR/SR	14/02/19	
25/01/19	Visual Targets and fundraising promotion	<ol style="list-style-type: none"> Fundraising target decided. Giant thermometer researched and ordered. Located in KS2 playground by the clock (approval needed from Ms. Hutchison) Fundraising thermometer to be included in the website as possible landing page. Promoted on socials. Thermometer to be included in each newsletter. PSA notice board updated every two weeks. 	DF/CH DF NM CH	14/02/19 14/02/19 ongoing	
25/02/19	AOB	Books- Update on timescales needed from Ms. Hutchison. Possibility of doing a disco as a future event instead of or alongside the film night. Mindfulness- Awaiting confirmation from Ms. Hutchison.	NM ALL AM	08/02/19 08/02/19 08/02/19	

Date of next meeting: **Friday 8th February 2019** Location: Grazebrook School Staff Room