

Friday 11th Jan 2019 9-10am

Present:

Ali Mears (AM),	Co Chair
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
Rachel Mize Fray (RMF)	PSA member and student council rep
Beth Wijarathna (BW),	Co Chair

Apologies: Nicki Sprinz (NS), Alexa Baracia (AB), Nadine Monem (NM), Damali Raymond (DR)

Date	Agenda item/discussion	Action/ Agreement	By whom	By when	Status comments/ update
11/01/19	Mindfulness update	<p>‘Mindfulness in schools’ recommended organisation. Please see separate document ‘Proposal: Mindfulness at Grazebrook School’</p> <ol style="list-style-type: none"> 1. Email Ms. Hutchison to discuss possible options. 2. Investigate if an organisation can deliver to school rather than in house. 3. Could it be a federation wide initiative? 4. Is there an option for sponsorship? <p>Sponsorship/advice explored from Lululemon/Stretch/Run Dem Crew contacts</p>	AM	25/01/19	
			SR	25/01/19	
11/01/19	PSA Proposed Event Dates	<p>To be publicised on socials once film night confirmed.</p> <ol style="list-style-type: none"> 1. 25th January 2019 Friday - Film Night (To be moved to 8th Feb 2019) 2. 22nd March 2019 Friday - PSA AGM - held at the school 9am-10am (location tbc) 3. 22nd March 2019 Friday - Film Night 	DF	25/01/19	

Date	Agenda item/discussion	Action/ Agreement	By whom	By when	Status comments/ update
		4. 5th April 2019 - Friday - Easter egg hunt - straight after school for nursery/reception and year 1 - in one of the playgrounds 5. 7th June 2019 - Friday - Plan sale - school playground, straight after school 6. 6th July 2019 - Saturday - Summer Fair 7. 20th September 2019 - Friday - Barn dance			
11/01/19	Film Night S.O.P	List of film night organisation requirements to be developed. To include: <ol style="list-style-type: none"> 1. Risk Assessment 2. Set Up 3. Tickets 4. Costings 5. Refreshments 6. Promotion Logistical set up 	BW	25/01/19	
11/01/19	Parent Council Feedback from Reps	<ol style="list-style-type: none"> 1. Meeting with Abi Meats brought forward 2. Starter pack developed for all reps. Description of duties with focus that rep become the ambassadors. Information about PSA fed down from head of Parent Council. 	CH/RF	25/01/19	
11/01/19	PSA Communication with wider school community	<ol style="list-style-type: none"> 1. Visual representation of fundraising targets and what the PSA funds. Regular PSA notice board poster updates. Plan for January and 2019 to be made at next meeting. 2. Last years Fundraising used as target to beat. 3. Exact figure obtained from DR 	DF/CH CR	25/01/19 11/01/19	
11/01/19	January Newsletter	To include: <ol style="list-style-type: none"> 1. Amount raised at Winter Fair. 2. Total fundraising achieved last academic year for visual targets. 3. Film Night Promotion and date list for upcoming events including AGM and requests for people to get involved. 	NM	25/01/19	
11/01/19	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.	NM ALL	25/01/19 25/01/19	

Date of next meeting: **Friday 25th Jan 2019** Location: Grazebrook School Staff Room