**GRAZEBROOK PSA MEETING**

**Location: Grazebrook School Staff Room**

**Friday 13th July 2018 9-10am**

**Present:**

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| Nadine Monem (NM) | Co Chair |
| Ali Mears (AM) | Co Chair (and minutes) |
| Dorian Fray (DF) | Communications Lead |
| Alexia Baracaia (AB) | PSA member/ Summer fair organiser |

**Apologies:** Chloe Roberts, Simon Roberts, Beth Wijayarathna, Damali Raymond, Nicki Sprinz

| **Date** | **Agenda item/discussion** | **Action/ Agreement** | **By**  **whom** | **By**  **when** | **Status comments/**  **update** |
| --- | --- | --- | --- | --- | --- |
| 13/7/18 | **Matters arising from the minutes** | Minutes agreed for accuracy   1. **Summer fair planning –**all actions completed 2. **PSA stall-** action completed 3. **Raffle Update-** actions completed.   One outstanding suggestion: ?card machines at future fairs??   1. **Class representatives-** AM to investigate then inform DF with a plan to gain clarity and maximise communication going forward- ongoing. Further discussion- AM to contact Abi Meats 2. **New reception parents-** remember to send welcome email at the start of term to this email group and invite to the PSA coffee and cake welcome meeting 21/9/18 | AM  **TBC ??CR** | ASAP  7/9/18 |  |
| 13/7/18 | **Summer fair Debrief** | The Summer Fair took place on Saturday 7th July excellently organised by AB and Claire (thank you!) with lots of volunteers. It ran very smoothly and was quite well attended despite being challenged by the very hot weather, the world cup and competing local summer fairs.  Huge thank you to all volunteers and in particular to Val, Nickson, Bev and Lisa  Total raised will be available early next week (when DR is back from annual leave). DR/ NS to inform rest of PSA and Ms Hutchinson when total raised is known.  Funds raised and thank you to be added to PSA newsletter  Note: year 6 pulled out of the fair at last minute due to the fact they had reached their funding target. This left big gaps in the fair plan. All agreed it would be good to speak to the next year 6 and ask them to run their stalls regardless of whether they have reached their target, for the greater good of the school/ PSA.  To liaise with reps when they are known  AB to step down as Summer Fair organiser (she has run this fantastically for 2 years). All extended a big thank you to AB.  PSA to look for future volunteers to run the summer fair 2019  Storage of left over books, bikes and bric a brac etc from summer fair: BW did an excellent job sorting through stuff yesterday. PSA to finish sorting through this today / find storage | DR/NS  NM  TBC  ALL  NM/ AM/ DF | 18/7/18  18/7/18 |  |
| 13/7/18 | **Yearly Planner and yearly budget going forward.** | Date of Barn Dance agreed- Friday 21/9/18. Nicky Wooton to lead on this.  **Barn Dance** Date for diary to be added to PSA newsletter  Need to agree date for:   1. **Xmas Fair** ? to be led by Karla and Rachel Kneafsley? AM to ask them 2. **Quiz night** (DR)   Then we need to confirm dates with Ms Hutchinson ideally before the end of term so they can be added to the first PSA newsletter of the Autumn term  **Yearly Budget-** await d/w DR and NS after summer fair totals are in  **New parents reception coffee and cake morning** Friday 21st September 2018 9-10 (at the time of the regularly PSA meeting) NM to add date to PSA newsletter | NM  AM  DR  NM  ALL  NM | 18/7/18  Asap  18/7/18 |  |
| 13/7/18 | **PSA newsletter** | All agreed that we should send a last PSA newsletter before the end of the school year  NM kindly offered to put the newsletter together again  Contents:   1. Dates for diary:   -Barn dance  -New reception parents coffee morning (about half the new reception children have siblings in the school so their parents should see this newsletter) **And ? send July PSA newsletter out to new reception parents by email ?who to do this ? Note: List of ‘new’ parents with CR at present**   1. Summer Fair thank you and total raised 2. Update on monies spent 3. Ideas for future spending and money raising events? | NM | 18/7/18 |  |
| 13/7/18 | **Monies spent** | The PSA gave the go ahead for Ms Hutchinson and her team to buy outdoor equipment for KS2 playground ~£1200. They will buy the equipment they have chosen (with help from the school council) and then send the PSA an invoice. | Await invoice |  |  |
| 13/7/18 | **AOB** | DF brought two informal funding requests from the school   1. for possible spend on PGL event (parents get lost- week away for new year 6 children) to cover the cost of moving the event to August from September and for the PSA to fund the cost difference. ? how much money is this ? how many actually attend? 2. The school need more ipads…currently they have 1 iPad for 3 children. All felt that this was an Apple sponsored school and hopefully Apple can help solve this problem?   PSA funding declined at present based on information provided  Further to these 2 informal requests – all agreed it would be really helpful for all funding requests to come to the PSA via the email address with as much information as possible inc. estimated cost.  DF to feedback  NM working on books project- ongoing | DF  NM |  |  |

Date of next meeting: **Friday 7th September 2018** Location: Grazebrook School Staff Room