**GRAZEBROOK PSA MEETING**

**Location: Grazebrook School Staff Room**

**Friday 7th September 2018 9-10am**

**Present:**

|  |  |
| --- | --- |
| Ali Mears (AM)  Beth Wijarathana (BW)  Dorian Fray (DF)  Chloe Roberts (CR)  Simon Roberts (SR)  Damali Raymond (DR)  Rachel Mize Fray (RMF)  Rachel Kneafsey (RK)  Carla Gonselas (CG)  Nikki Blustin (NB) | Co Chair  Co Chair  Communications Lead  Co Secretary (and minutes)  Co Secretary (and minutes)  Co Treasurer  PSA Member  PSA Member  Former PSA Chair  Former PSA Chair |
|  |  |

**Apologies:** Nicki Sprinz (NS), Alexa Baracia (AB), Nadine Monem (NM), Catherine Hyotte (CH)

| **Date** | **Agenda item/discussion** | **Action/ Agreement** | **By**  **whom** | **By**  **when** | **Status comments/**  **update** |
| --- | --- | --- | --- | --- | --- |
| 7/9/18 | **Winter Fair Planning** | Update from Rachel Kneafsey and Carla Garnelas.  They are happy to run the winter fair as per previous years but request help from the PSA with organising.  Proposed date: 8th December 2018 (last year was 9th Dec). This to be confirmed by Ms Hutchison.  Research needed: Possible inflatable Grotto as used by Woodberry Down in previous years. How much does it cost?  Requested help with:   1. Running the small room; Tea, Coffee, Cakes stall. Face Painting/Tattoos. Location Location Stall. 2. Running the Kitchen. Kitchen team volunteers needed. 3. Tickets on the door. 4. Christmas card competition. Someone to organise sending out letters before October half term. Templates already on file. This raised over £200 last year. 5. Someone to run the Coconut shy. 6. Raffle Lead. Catherine Hyotte suggested and raffle sub committee to be set up.   Confirmed help: Bev and Lisa mulled wine as per previous years.  Send out requests for help to wider school community after Oct half term.  Further Winter Fair Coffee meetings suggested. | ALL  RK & CG  RK & CG  TBC  TBC  TBC  TBC  TBC  TBC  CH/RK  RK/CG  RK/CG/ALL | ASAP  ASAP  ASAP  ASAP  ASAP  ASAP  ASAP  ASAP  ASAP  29/10/18  W/C 17/09/18 | COMPLETE |
| 7/9/18 | **Yearly Planner and yearly budget going forward.** | **Barn Dance** Date for diary to be added to PSA newsletter and texts sent to whole school.  Need to agree date for:   1. **Winter Fair** to be led by Carla Garnelas and Rachel Kneafsey? Confirm date with Ms Hutchison. Proposed 8th December 2018. 2. **Quiz night** – to be confirmed after barn dance. 3. **Film Night**- to be confirmed after barn dance   **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/BW  RK/CG  DR/CR  BW/ALL  DR/NS  NM | ASAP  ASAP  ASAP  ASAP  ASAP | COMPLETE  COMPLETE  ONGOING  ONGOING  ONGOING  ONGOING |
| 7/9/18 | **Barn Dance Planning. Nikki Blustin Lead with help from PSA.** | 1. Nikki Blustin to lead with help from PSA. Date Friday 21st September 2018. 2. Band booked; two sets with an interval and they provide the sound system which we can play music through in the interval. They do the calling for line dancing. Cost £700. 3. Nikki to discuss paying the band with DR 4. Hay Bales ordered at £150 for 20 bales. 5. Sub Committee set up for Barn Dance food. BW to ask CoCo former chair of PSA about mass catering equipment and recipe for Chilli and Vegetarian Chilli. Possibly BBQ. Possibly Hot Dogs. 6. NB volunteered to go to cash and carry. 7. Alcohol liquor license to be requested from Bev/Lisa 8. Beer Donation requested as per previous years from a parent. 9. Timings to be confirmed by Ms Hutchison. PSA propose 5pm-8pm. NB to send email. 10. Numbers allowed for the event to be confirmed by Ms Hutchison. NB to send email. 11. Health and Safety Checks. NB to email Ms Hutchison. 12. Ticket Type. Paper similar to raffle or on the website. Catherine Hyotte advice sought and DF to discuss with Bev and Lisa. 13. Ticket pricing. PSA propose £2.50 per ticket for both adults and children. This to be discussed and confirmed with Ms Hutchison. Further discussion also dependent on numbers allowed for the event. NB to email Ms Hutchison. 14. Fake tea lights and fairy light suggested rather than open flames near the hay. 15. Plan needed for disposal of the hay after the Barn dance. Options needed. 16. Poster Design. Needed by 10/09/18 Discussed with new member. Catherine Hyotte to put up in PSA noticeboard. 17. Proposal to sell glow sticks etc at the Barn Dance. | NB  NB/DR  BW  NB  NB  NB  NB  NB  NB  DF/CH  NB  RF  NB/CH  BW/ALL | 07/09/18  07/09/18  20/09/18  07/09/18  07/09/18  07/09/18  ASAP  ASAP  ASAP  ASAP  ASAP | COMPLETE  COMPLETE |
| 7/9/18 | **AOB** | Introduction to new members about what the PSA do.  Contacts gathered from new members. | BW |  |  |

Date of next meeting: **Friday 21st September 2018** Location: Grazebrook School Staff Room