

PSA Meeting Minutes

Wednesday 18th September, 2013 7.45pm

PSA Members present: Sophie Plimley, Naomi Greenland, Tamara Grant, Marco Di Palma, Simone Antoniazzi, Judith Walters, Katie Baird, Emmanuel Risse, Julia Walker, Debby McNamara, Andy Hind, Clodagh Brown, Nathalie Dimitrov, Georgie Herskovits, Katy Everett – Sarah Robb, Selena Morris, Paula Higgins Browne, Mr Paterson (staff), Mr Evans (staff), Mr Woodward (Head)

Apologies

Ros Morshead, Helen Gray, Kat Day

1. Matters Arising

- Minutes of the previous meeting – 19th June, 2013 were agreed.
- Members were welcomed and introduced.
- Mr Woodward introduced himself and confirmed that he met Sophie Plimley and Naomi Greenland (acting Chair and Co-Chair) for a briefing on PSA work last week, and is looking forward to working together with the PSA.
- PSA Administration
 - The following nominations were received for PSA roles:
 - Chair Sophie Plimley
 - Co- Chair Naomi Greenland
 - Secretary Judith Walters

Any other nominees for these roles should put their names forward for consideration at the AGM.
 - Helen and Selina are stepping down from these roles and were thanked for their hard work over the last 3 years. These roles need to be filled:
 - It was agreed that this year we would like to spread responsibilities and roles across a larger number of people to avoid too much responsibility falling on any one person. Volunteers for the following jobs should email or speak to Sophie or Naomi:
 - Catering Officer
 - Catering Officer
 - PSA noticeboard / web updater
 - Second Hand uniform sales (PE) liaison
 - Outdoor space / garden liaison
 - See Ticket coordinator
 - Summer Fayre BBQ coordinator
 - PLESÆ NOTE, THESE ROLES NEED TO BE FILLED ASAP TO MAKE THE PSA A SMOOTH FUNCTIONING BODY THAT WILL ENRICH THE LIVES OF THE CHILDREN AT TETHERDOWN. PLEASE DO VOLUNTEER IF YOU CAN!
 - The Class Rep list for 2013/2014 has been updated and distributed
 - All parents, carers and staff are members of the PSA and are welcome to attend meetings at any time. Mr Woodward confirmed that Staff will be encouraged to attend and be more involved at PSA organised events, maybe on in rotation.
 - All reps have been reminded about the sensitivities of collecting voluntary collections. Not every parent or carer wants to/ or is able to contribute to the fund (used to buy staff presents and to provide parties for children). This issue was also raised by the governing body.
 - A full newly updated rep list is attached.

- Membership of PTA UK
 - Membership fee for PTA UK was approved providing it is not excessive.
- PSA Communications
 - It was agreed that we need to think about how we communicate with the wider PSA, especially in relation to funding: how we raise funds and what we spend PSA funds on. This will need more discussion, and volunteers are needed to manage the way we use the web and electronic communication.
 - Ms Benjamin has suggested we have a photo board with pictures of all members of the PSA Committee in the school reception area.
- Fundraising Focus
 - New fundraising ideas:
 - Second hand uniform sales. Now that we have a uniform for PE, a sale for uniforms that are outgrown would be a way for parents to save money, as well as a way of raising funds for the PSA. We need a PSA link person to work with Nadia Weeks to co-ordinate/communicate to school.
 - Film nights for infants & juniors – Sophie has spoken to Muswell Hill school to find out how they organise these.
 - Toy & book fair for children near Christmas
 - Discos - traditionally there has been one disco per year held either at Halloween or for Valentines. As Discos are popular and a good way to raise funds, it was agreed that we would aim to have two discos this year. Mr Woodward will look into involving staff in running the discos. Dates to be confirmed.
 - Bhangra night – Tam will take on organising a Bhangra night for parents with dressing up, a band and Indian food. This will be some time in the spring.
 - Quiz – The quiz has been a popular fund-raising event in the past. Sophie will advertise for a new quiz-master in the newsletter.
 - We will be making more use of the Aquarius Field for sponsored walks and runs. Ms Essex has already set up a cross-country team and will be organising a fund-raising event. We need to pin down dates and organisers.
 - Andy Hind suggested that we need to better publicise a request for regular parent donations. Currently, a letter is given to new parents at the reception introductory evening.
 - Gardening & Outdoor Space

A Gardening parent group (Selena Morris, Jodi Gherke & Rebecca Moore and others) have been very active in maintaining and developing the garden areas. A PSA link person is needed to coordinate this work.

 - Selena confirmed that each year group will be growing vegetables in the raised beds in the lower playground. This work will take place on Friday afternoons during school time.
 - It is expensive to bring in professional gardeners to look after the ground. Gardening days for volunteers to do weeding, planting etc. have been very successful in the past and have saved a lot of money. Katy suggested that we are now due another one.
 - Marco confirmed that there is £3,000 remaining in the budget for garden maintenance.
- Other items raised by parents:
 - playground rotation
 - Many parents have expressed concern that the Junior playground is overcrowded and that this causes accidents and leads to children, especially girls, having to stand around the edges of the playground. Currently, Juniors get 15 minutes in the lower playground per week, but many parents feel we need a better solution that gives more equitable access to all children.

- Sophie requested that a small number of PSA members volunteer to meeting with Senior Mgt team, spend a number of playtimes in the playground to assess what the key issues are. Then this group can work with the school to achieve a better balance of playground usage for all the pupils.
 - The following items will be investigated and carried over to the next meeting.
 - access to reservoir for outdoor activities
 - focus on PE and competitiveness generally
 - lights in infant toilets/sensors
 - 50% discount on books through Myles McGinley – is it being used by the school
 - The need for a first aider rota for PSA events. Too much reliance on Jo Spens and Nicole Klynman.

2. Financials

- Marco di Palma submitted a brief outline of finances. Sophie requested Marco to provide a single page simple overview of finances for new people on the PSA Committee. Document to follow.

3. Approvals

- Staff requests
 - Mr Evans requested that a set amount should be dedicated for each year group every year to allow them to organise workshops and school trips. £500 was approved. Underspend cannot be carried forward. APPROVED
 - Mr Paterson presented a proposal to upgrade stage lighting for the hall. See proposal document attached. This would be likely to cost around £12,000, but Mr P argued that this would enhance the children's experience as well as that of the community.
 - The PSA agreed that it would not be possible to sign this off at this meeting as we need to look at how this spend would fit in with overall spending priorities this year.
 - Katy Everett suggested that we should explore a dedicated fund-raising event to provide funding for the stage lighting, such as an auction night. That way, we would have buy-in from parents for what is a large piece of expenditure.
 - Mr Paterson was asked to find out whether payment could be staged.
 - Mr Woodward will explore potential for match funding from school funds.
 - Other staff requests presented by Mr Evans (attached request document)
 - Infant Language Link software by SpeechLink £600 APPROVED
 - Latin Club books £122.53 APPROVED
 - Materials to support Maths and Art week £203.40 APPROVED

4. Events

- Review of recent events
 - New Parents Evening - 10th July
 - It was felt that the evening was relaxed and successful. 15 new parents signed up to say that they would be interested in being a part of the PSA. Any feedback should go to Sophie.
- Upcoming Events
 - The Annual General Meeting for the PSA will be held on Wednesday 16th October, 2013. This is where the year's accounts are signed off and new appointments confirmed. In order that this can happen, the meeting will have to be quorate. According to the constitution 15 members of the PSA not including the Chair, Treasurer and Secretary must attend the meeting. This year all class reps will be asked to attend, and all committee members should persuade others to attend too.
 - Andy Hind asked if he could look at the PSA Constitution with a view to reducing regulation.

- Christmas Fair - Thursday 28th November
 - Naomi Greenland and Catherine Mulvihill will be organising the Christmas Fair this year. It will be bigger than in previous years, with more stalls in the corridors. As this is an evening event and pupils are not invited to attend, there will be a crèche this year for the first time. Parents will be charged to use the crèche and funds will go to the PSA.
 - Volunteers are needed for the bar, tasty promises, crèche and to count money.

- Kids events – It was agreed that we will aim to have two discos per year. Thursday 24th October was identified as a possible date.

- Other ideas to be investigated:
 - Cycling proficiency
 - Event proforma file to be established to ease admin burden

Calendar of upcoming events - 2013/2014 – not definitive

<u>Proposed date</u>	<u>Kids/Community/ Fundraising</u>	<u>Event</u>	<u>Details</u>	<u>PSA organiser</u>
		Gardening / bulb planting		Jodi Gekher & Gardening group
Thur 24 th October – TBC	Kids & Fundraising	Halloween Disco		
28 Nov	Fundraising	Christmas Fair		Naomi Greenland Catherine Mulvihill
Oct / Nov	Fundraising	Christmas Cards		Ros Morshead
December		Christmas Carols in the playground		Can we ask Kate ?
Last day of term in December	Kids	Christmas Cracker distribution		Catering officers
	Kids & Fundraising	Valentines Disco		
	Fundraising	Spring Social -		
	Fundraising	Summer Social		
	All	Summer Fair		Kate Fox, Kat Day & Tamara Grant
	Kids	Sports Day lollies		Catering officers
July 2014		New parent evening		

5. AOB

It was noted that the Christmas Fair falls during Hanukkah this year.

6. Date of next meeting

Wednesday 16th October (AGM): 7.45pm, in the School Hall