

PSA Meeting – Wednesday 15th January, 2014 7.45pm

Minutes

PSA members present

Sophie Plimley, Naomi Greenland, Judith Walters, Emmanuel Risse, Jodi Gehrke, Clodagh Brown, Tamara Grant, Tony Woodward (Head), Richard Evans (Deputy Head), Nick Fussell, Andy Hind, Joan Reilly, Robert Glynne, Helen Hughes, Kat Day, Marco di Palma, Nathalie Dimitrov

Apologies

Corinna Harris, Angelique di Palma

1. Matters Arising

- Minutes were approved from the two previous meetings – 18th September, 2013 & 13th Nov, 2013
- PSA Administration & Communications
 - Sophie asked for the outstanding Trustee Declaration Forms to be returned to her.
 - Joan told us about the update to the PSA part of the website which is nearly complete. Its aim is to be friendly, brief, with current news and photos. It will also have a facility to collect money for the Friends of Tetherdown. Minutes of meetings should be passed on to Joan to put up on the site.

2. Financials

- Marco Di Palma, PSA Treasurer presented an update on financial as follows;
- Bank Accounts update:
 - £4,866.18 in current account
 - £44,005.30 in saver account
 - £7,411.57 in TEA
 - **£56,283.05** *Cash at bank*
- Plus receivables of £2,725 give an adjusted cash figure after receivables of £59,008.05.
- Marco went through the open approved expenditure of £19,594.52 (refer appendix 1) to come to a total available cash figure of £39,413.53
- Marco explained that other income received in the period was £10 from bookbag sale, £40 for SEE tickets, £486.40 for film club, £103 for mulled wine sales from Christmas Carols, £97.50 from second hand sports kit sales, £46.02 from miscellaneous fundraising by Year 2 child and £5,139 from Christmas Fayre. The amount of money raised from school calendar sales is not finalised as all proceeds have yet to be received.
- The PSA discussed the need for the Treasurer to review the receivables to determine the chances of receipt or possibility of writing them off. There is a need for this to be done imminently in order to determine the amount of funds available for the junior playground renovation.
- The PSA also discussed the need to review old approvals to determine whether the money had been spent by the school and if so, to reimburse the school or decide whether to write them off

3. Approvals

- At the meeting of November 13th, it was suggested that an amount of money would be given direct to the school to avoid the need for small items to be brought for approval at the PSA meeting. This would save on time and administration – and the school would report back on how the money had been spent. Andy requested that the reporting shouldn't be too detailed and Jodi asked that the reporting should be put on the website. Sophie suggested that the amount should be £5,000. Approved.
- Gardening approvals Jodi presented a number of requests for funding garden projects (see appendix) It has already been agreed that the pond will be removed to allow a larger open play space for football and games. (£3245)
 - Remove willow tunnel to allow more space for football and games. Jodi explained that it would be a big job to remove the willow as the roots run deep. £300 approved.
 - Shredder for Green waste. The council collects the green waste for free every 6 months, but in the meantime, it is stored in 4 bins. The bins quickly fill up, so there is a space issue, but also a health and safety issue as last time 3 hornets nests were found in the bins. The more expensive shredder would cope with half inch branches. £350 approved.
 - Repair support wires for climbing plants outside Y2 classrooms. Andy asked whether this area shouldn't have too much planting as the primary purpose should be the children's play. Mr Evans confirmed that the School Council would like to use the walls in the area as a ball walls. It was agreed that we would not approve funds for the wires at this point. The use of the area will need to be considered fully in conjunction with the plans for developing the Junior playground as a whole.
 - Repair to garden path by the raised beds. This area has become overgrown and unsightly as it hasn't been maintained. Jodi suggested that it could be done professionally at a cost of £775 + VAT or with significant manpower at a Spring Garden day for £300. Jodi estimated that it would take 2 people with expertise working with 6 other helpers working for 3 hours. It was agreed that we would incorporate this work into the garden day, but that we needed to target carefully our request for help. We would need to ask for a certain number of strong people for particular jobs, a certain number with green fingers, as well as cake bakers and refreshment helpers. Kat suggested that we choose a Sunday afternoon rather than a Saturday morning for the Garden Day as people are more likely to be free, and that we be flexible and change the date if the weather is expected to be bad.
 - Additional planting - £300 was approved for this.
 - Support for raspberries. At present unsupported canes hang over the paths catching on clothes and causing injury as well as blocking the path. £100 was approved for this.
- Communication of work to be done on the garden
 - In addition to requests for manpower, it was noted that we need to communicate clearly and carefully with parents the rationale behind the changes to the garden and playground, particularly the removal of the willow tunnel and pond, as many will have been involved in the work setting it up. Mr Evans explained that the pond was originally set up for drainage and it was anticipated that it would be deep enough for pond dipping, looking at creatures etc. However, it has not proven necessary for drainage, and has not got enough water for pond dipping and creatures. He also noted that only one section of the pond would be filled in – the long section by the bridge – and that the rest would remain.
 - The newsletter, website, bookbags, texts etc. would be used to communicate with parents about the garden and upcoming events. It was also suggested that we use planned events to communicate about fundraising and future events.

- Junior Playground renovation.
 - Mr Evans presented a number of proposed schemes scoped out over the last few weeks to improve the Upper Junior playground. Proposals were received from companies specialising in playgrounds and play areas: Play Cubed, Fawns, Pentagon, Handmade and Sovereign and Theories. The quotes provided were roughly similar.
 - The meeting was shown plans and ideas from each of the companies that had submitted proposals.
 - Tendering was divided into three phases:
 - Phase 1 Upper Playground
 - Phase 2 Wooded Area
 - Phase 3 Ball Wall
 - Phasing would allow sections of the work to be costed and completed section by section. Mr Evans is keen to make progress so that the first phase could be completed over the Easter holidays. Nathalie asked if payment could be phased and split.
 - Mr Evans collected comments on whiteboards and asked committee members to vote on their preferred plan for phases 1 and 2. The most popular plans in each case were those proposed by Pentagons and HandMade Place. Thoughts included:
 - Need to provide activity space that the Y5s and 6s can use as climbing frame is not high enough
 - Provide areas for pupils to play creatively but with a more grown up feel than in the infant playground
 - Wigwams with dual purpose as climbing frames were popular – perhaps dens with two levels
 - Surfaces would be artificial for good drainage and all year use.
 - It would be good to pick and choose aspects of the different designs and re-brief at the next stage.
- Process for developing the plans
 - Mr Evans has already shown the plans to the school council who also preferred Pentagons and HandMade. He will need to show staff next and ask for their feedback.
 - It was proposed that a small working group be set up comprised of members of the PSA , Staff and school council to firm up ideas, re-brief and commission.

4. Events & Fundraising

- Summer Fair – The date for the Fair was set at 21st June from 12-3pm. It was agreed that the theme would be Brazil to tie in with the World Cup
- Quiz - The date of the quiz was set for Saturday 29th March 2014

5. Close and date of next meeting

The meeting was closed and all other agenda items were carried forward to the next meeting. The date of the next meeting was set for 12th March. NOTE CHANGE OF DATE NOW 11th March.

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
	Kids & Fundraising	Halloween Disco		
28 Nov	Fundraising	Christmas Fair		Naomi Greenland Catherine Mulvihill
Oct / Nov	Fundraising	Christmas Cards		Ros Morshead
18 December		Sing a Song of Christmas		
Last day of term in December	Kids	Christmas Cracker distribution		Naomi Greenland
Thur 13 th Feb	Kids & Fundraising	Valentines Disco		Corinna, Nick
	Fundraising	Bhangra Night -		Tam
Saturday March 29 th	Fundraising	Quiz		
June 21 st	All	Summer Fair		Kate Fox, Kat Day & Tamara Grant
	Kids	Sports Day lollies		
July 2014		New parent evening		

APPENDIX ONE: TOTAL OPEN EXPENDITURE APPROVALS

PSA EXPENDITURE APPROVALS (Ordered By Meeting): Outstanding Approvals SEPT 2011-JUL 2012						
ITEM DESCRIPTION:	APPROVAL REFERENCE	AMOUNT APPROVED:	REQUESTED BY:	APPROVAL DATE	AMOUNT PAID OUT:	BALANCE APPR VS PAID:
PRE MAY 2012 ONGOING APPROVED ITEMS:						
Remaining Landscaping	PSA - 2011 - 6	£3,150.00	Liz Martin	22.9.2011	£105.00	£3,045.00
Octagonal outdoor picnic table	PSA - 2012 - 33	£165.00	Mr. Evans	6.3.2012		£165.00
Pre May 2012 Total:		£3,315.00			£105.00	£3,210.00
MAY 10, 2012 APPROVED ITEMS:						
New Y6 Classroom Maths Dictionaries (10 x £4.00)	PSA-2012-42	£40.00	Mr. Evans	10.5.2012		£40.00
May 10 Total:		£40.00			£0.00	£40.00
Total Year to date approvals:		£3,355.00			£105.00	£3,250.00
TOTAL SEPT 2011-JUL 2012 ONGOING APPROVED EXPENDITURE		£3,355.00			£105.00	£3,250.00

PSA EXPENDITURE APPROVALS (Ordered By Meeting): SEPT 2012-JUL 2013						
ITEM DESCRIPTION:	APPROVAL REFERENCE	AMOUNT APPROVED:	REQUESTED BY:	APPROVAL DATE	AMOUNT PAID OUT:	BALANCE APPR VS PAID:
SEPTEMBER (19.9.2012):						
Autumn term garden float £100	PSA - GRDN - T1	£100.00	Selena Morris	19.9.2012		£100.00
Annual reading book fund Mr. Paterson	PSA - BOOKS - A1	£1,000.00	Mr. Paterson	19.9.2012	£443.95	£556.05
A4 display holder 1 x £13	PSA-2013-03	£13.00	Ms. Cohen	19.9.2012		£13.00
September 19 Total:		£1,113.00			£443.95	£669.05
NOVEMBER 14, 2012 APPROVED ITEMS						
Various ICT as replacement for PSA-2012-48 req on 27/06/2012	PSA-2013-07	£755.67	Ms. Ashraf	14.11.2012		£755.67
November Total:		£755.67			£0.00	£755.67
FEBRUARY 6, 2013 APPROVED ITEMS						
Autumn term garden float £100	PSA - GRDN - T2	£100.00	Selena Morris	06.02.2013		£100.00
Camera for office - used by music and afterschool staff	PSA-2013-12	£85.00	Ms. Kalnars	06.02.2013		£85.00
Hard drive for Music (1TB)	PSA-2013-13	£60.00	Ms. Kalnars	06.02.2013		£60.00
Story telling finger puppets	PSA-2013-17	£47.94	Ms Barnett & Ms Peckham	06.02.2013		£47.94
Y4 wants "The secrets of Vesuvius" and Y3 are considering choice	PSA-2013-20	£352.00	Year 3 & 4	06.02.2013		£352.00
Frame of Ariel Photograph	PSA-2013-26	£100.00	Mr Evans	06.02.2013		£100.00
ICT - Logitech USB desktop microphones - @16.99 * 35	PSA-2013-27	£594.65	Ms Ashraf	06.02.2013		£594.65
Sporting events cost for transport, 1st aid cover staff + teacher	PSA-2013-28	£160.00	Sports	06.02.2013		£160.00
February 2013 Total:		£1,499.59			£0.00	£1,499.59
MARCH 10, 2013 APPROVED ITEMS						
Busy fold Panels for Display - 1 panel @ £306.60 + 1 bag @ £40	PSA-2013-30	£346.60	Mr Evans	10.03.2013	£306.60	£40.00
French Dictionaries - OCR Oxford learning French	PSA-2013-31	£100.54	Mr Evans	10.03.2013		£100.54
Repairing playground lines	PSA-2013-32	£1,000.00	Mr Evans	10.03.2013		£1,000.00
March 2013 Total:		£1,447.14			£306.60	£1,140.54
MAY 8, 2013 APPROVED ITEMS						
SEN - Memory Magic CD Rom	PSA-2013-33	£60.00	Mrs McMeakin	08.05.2013		£60.00
SEN - Talkabout for Children 2 & 3	PSA-2013-34	£79.98	Mrs McMeakin	08.05.2013		£79.98
SEN - Talkabout cards	PSA-2013-35	£47.50	Mrs McMeakin	08.05.2013		£47.50
Friendship/Buddy bench for both playgrounds	PSA-2013-36	£359.00	Mr Evans	08.05.2013		£359.00
ICT Suite - 32 Headphones due to heavy usage	PSA-2013-37	£95.68	Ms. Ashraf	08.05.2013		£95.68
Maths support - 8 sets of Cusinere rods	PSA-2013-38	£140.00	Ms. Cohen	08.05.2013		£140.00
Maths support - Deans blocks 12 sets @£25 each	PSA-2013-39	£300.00	Ms. Cohen	08.05.2013		£300.00
Megaphones * 2	PSA-2013-41	£100.00	Mr Evans	08.05.2013		£100.00
May 2013 Total:		£1,182.16			£0.00	£1,182.16
JUNE 19, 2013 APPROVED ITEMS						
Spare parts for PSA big gazebo	PSA-2013-43	£50.00	Katy & Tam	19.06.2013		£50.00
Materials for Weaving project for Y4	PSA-2013-44	£124.70	Ms Butler/Mr Evans	19.06.2013		£124.70
Termly Mr. Evans fund for small items	PSA - MREMISC - T3	£250.00	Mr. Evans	19.06.2013	£108.75	£141.25
Termly Mr. Evans sports/ pground equipment	PSA - MRESPTS - T3	£400.00	Mr. Evans	19.06.2013	£235.94	£164.06
Autumn term garden float £100	PSA - GRDN - T3	£100.00	Selena Morris	19.06.2013		£100.00
June 2013 Total:		£924.70			£0.00	£580.01
TOTAL 2012/2013 EXPENDITURE APPROVAL TO BE PAID		£6,922.26			£750.55	£5,827.02

PSA EXPENDITURE APPROVALS (Ordered By Meeting): SEPT 2013-JUL 2014						
ITEM DESCRIPTION:	APPROVAL REFERENCE	AMOUNT APPROVED:	REQUESTED BY:	APPROVAL DATE	AMOUNT PAID OUT:	BALANCE APPR VS PAID:
SEPTEMBER (18.9.2013):						
Annual workshop and school trips for each year group	PSA-2014-01	£3,500.00	Mr. Evans	18.09.2013		£3,500.00
Termly Mr. Evans fund for small items	PSA - MREMISC - T1	£250.00	Mr. Evans	18.9.2013		£250.00
Autumn term garden float £100	PSA - GRDN - T1	£100.00	Selena Morris	18.9.2013		£100.00
Annual reading book fund Mr. Paterson	PSA - BOOKS - A1	£1,000.00	Mr. Paterson	18.9.2013		£1,000.00
Annual First News additional subscription 20 x weekly papers	PSA - FNEWS - A1	£675.00	Mr. Evans	18.9.2013		£675.00
September 2013 Total:		£5,525.00			£0.00	£5,525.00
November 13, 2013 APPROVED ITEMS						
School trips/experiences shortfall subsidy	PSA-2014-05	£2,000.00	Ms. Barber	13.11.2013		£2,000.00
Panto Subsidy	PSA - XMAS - A1	£2,992.50	Ms. Barber	13.11.2012		£2,992.50
November 2013 Total:		£4,992.50			£0.00	£4,992.50
TOTAL YEAR TO DATE 2013/2014 EXPENDITURE APPROVAL						
		£10,517.50			£0.00	£10,517.50
TOTAL EXPENDITURE APPROVAL TO BE PAID						
		£20,794.76			£855.55	£19,594.52