

PSA Meeting – Wednesday 13th November, 2013 7.45pm

Minutes

PSA members present

Robert Glynnne, Jodi Gehrke, Nick Fussell, Andy Hind, Corinna Harris, Naomi Greenland, Sophie Plimley, Judith Walters, Nathalie Dimitrov, Joan Reilly, Marco Di Palma, Tony Woodward (Head), Richard Evans (Deputy Head)

Apologies

Helen Gray, Kat Day, Emmanuel Risse, Angelique Di Palma

1. Matters Arising

- Agree previous meeting minutes – 18th September, 2013 – outstanding
- All members were welcomed and introduced themselves.
- PSA Administration
 - PTA UK
 - All PSA Committee members were asked to log on to site and create a personal login.
 - Signing up is easy and there's lots of useful information on the site.
 - As Committee Members are Trustees, Sophie asked everyone to read the PTA UK insurance summary 2013 and the Model Constitution provided
 - PSA Communications
 - Photo board – Maria Spann will come to the next meeting to take photos of committee members. These will be displayed on a board near reception and on the web site.
 - Web updates – The PSA section of the school website is out of date and the content needs to be refreshed. Joan has taken on this task and will be working with Mrs Benjamin on the update. (The PSA website can be found on the PSA tab of the school website.) Joan will be working on a brief for the changes over the next couple of weeks and requested PSA committee members to let her know what they would like included in the brief. All communication about the website should go through Joan so she can create a single brief.

Suggestions for what information should go on the site included:

 - What events are coming up – a PSA calendar of events
 - What PSA money has been spent on with photos of what has been achieved or bought
 - Photos of events – though we will need to check carefully for photo permissions with the school. In many cases parents are not able to give approval for their children's photos to appear publicly.
 - Minutes of PSA meetings
 - Archived newsletters
 - Promotion for friends of Tetherdown
 - Promotion for The Giving Machine

- A 'contact the PSA' section

Questions were raised about the ongoing cost of the site and about data storage limits. Mr Woodward explained that the school pays an annual fee for website maintenance and this would cover the PSA site. Joan will be able to find out about data limits.

At the moment, updating has to be done through the school, but Joan will look into whether it is possible for her to access the site directly. There are security issues here, though as this would be giving access to the school site.

Andy asked whether we should be using the school site or have our own freestanding site that would give us easier access. This may, however, lose us the advantage of being a part of the school site. Joan suggested we give ourselves 3 months to see how smoothly the site and its updating runs.

- Communication by newsletter termly – Sophie suggested that we have a stand-alone PSA page to give updates on spending and projects. It was agreed that we flesh out the existing newsletter once a term with updates.

- Fundraising Focus

- New fundraising ideas:

- Easy Fundraising / The Giving Machine shopping portal – Sophie has reviewed launching a shopping portal as an efficient way to raise additional funds for the school. Parents would be asked to sign up to do their online shopping through a portal that would allow every purchase to stimulate a percentage donation to the school at no cost to parents.

- Sophie compared three portals, and found that they are roughly similar in terms of the percentages that they raise. However, TheGivingMachine seems best in terms of ease-of-use and support materials provided
- Sophie explained TheGivingMachine is not-for-profit social enterprise tasked with raising money for schools and charities
- The committee were very supportive of this proposal, though Andy suggested that we have a projection of income. Sophie promised to provide this, though initially estimated that if well-used, it could raise up to £5K per year. Nathalie warned that we needed to act quickly as the biggest online Christmas shopping week is the week of 2nd December. It was agreed that we would do this and send a text and email from the school to support it.

- Second hand uniform sales – this item was carried over.

- Film nights for infants & juniors – Corinna is organising a Film Night for children for the last Thursday of term 12th December from 5.30. She is currently checking licences. The night will be for about 200 children, and will be open to all with a charge for entry. Helpers will be needed. First Aiders will also be needed. Mr Woodward agreed to check whether any of the First Aiders from school would be willing to help.

- Robert Glynn volunteered to look into a screening for adults where profits would be shared with a cinema such as the Phoenix.

- Updates

- Christmas cards – Ros has confirmed that £402.60 has been made in profit.
- Calendar – (Helen/Clodagh) The calendar is on track.

- Friends of Tetherdown Fund – Andy has volunteered to revamp the look of and communication of The Friends of Tetherdown.

The Friends of Tetherdown is a fund that allows parents to contribute directly to the school in a way that is tax efficient and boosted by tax credits. At the moment, the scheme attracts only a modest income, currently around £2,000 per year.

Andy suggested that there are a number of reasons why the scheme is not more successful:

- Parents do not know about it (only parents attending the new Reception evening receive information about the scheme)
- There is not a culture of contributing directly to the school. Even parents who do know about it don't contribute – Andy suggested that this was because “if other people don't contribute, I won't.” There was also a suggestion that as a state school, we do not expect to pay directly.
- Contributing this way is not visible in the way that other forms of giving through the PSA are. e.g. Fayres,

Mr Evans suggested that in the past this type of donation had a specific focus, a ‘church steeple’, something that parents could see would be of benefit to the school and the children. The school expansion was such a focus and at this time the Friends of Tetherdown fund (previously called Tetherdown Expansion Appeal – TEA) was well publicised and well-supported.

Andy's suggestions for re-vitalising the scheme included:

- Improving the visibility of the scheme through communication with parents - posters, communication with through reps
- Making it more visible whether or not parents contribute - this provoked wide spread discussion.
- Letting the parents know what the scheme will be used to fund

It was agreed that the timing of a re-launch of Friends of Tetherdown fund was critical and that we first needed to establish what school wanted funds to be raised for and how and what, more immediately, to spend our existing funds on. During the discussion regarding how to spend PSA funds it was agreed that FofT re-launch should be put on hold until a clearer picture of the school needs and fundraising needs are.

- Sponsored runs/walks – This item was rolled forward to the next meeting

2. Financials

- Marco Di Palma, PSA Treasurer presented an update on financial as follows;

Bank Accounts update:

£4,140.37 in current account
 £44,000.00 in saver account
 £7,070.71 in TEA
 £ 21.00 (less unpresented cheques)
£55,190.08 Cash at bank

Plus receivables of £3,098 give an adjusted cash figure after receivables of £58,288.08.

Marco went through the open approved expenditure of £16,798.12 (refer appendix 1) to come to a total available cash figure of £41,489.96

Marco explained that other income received in the period was £15.90 for Stampstastic, £220 from bookbag sales and £20 for SEE tickets

The PSA discussed the need for the Treasurer to review the receivables to determine the chances of receipt or possibility of writing them off.

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. It was decided that any expenses that have been approved in a term shall be written off if not claimed by the end of the following term.

3. Use of PSA funds

As a continuation of the discussion on fundraising and how we use the current PSA funds, Sophie asked Mr. Woodward what his priorities for spending would be. Mr. Woodward proposed:

- Developing the Junior Playground. This would involve building a new trim trail or a new climbing frame; developing the wall adjoining Grand Avenue into an Activity Wall for games; converting the Wooded area into an all-weather area so all space can be used all year round. Total cost estimated at £30K
- Replacing 52 Pc's and 12 laptops. The current computers are coming to the end of their lives and will need replacing at a cost of around £35-£40K. Mr Woodward suggested that this could be done as a rolling programme of replacement. Robert Glynne suggested that this might cause incompatibility issues, and suggested that it might be better to replace them all or do it in cohorts. He also volunteered his cousin who runs a company called LapTops Direct to supply at a good price.
- PSA garden ongoing – The infant playground - the willow pond, and replacing the grass in the Infant playground with an all-weather surface as children are already not able to use it because of the rain.

The discussion moved on to general principles behind making decisions on expenditure.

Mr Woodward explained that the school gets a pot of money from Haringey, but that it is not enough and the majority goes on staffing. The PSA is allowed to give funding 'to enhance the education of children' so should fund things that more directly affect the experience of children at the school.

Robert suggested that we should survey parents to find out what they would like funds to be spent on. This provoked some discussion and it was agreed that we would consider this at some point in the future, but that as elected members of the PSA committee we were mandated to spend funds on behalf of the members.

The discussion went on to consider whether we should give a percentage of PSA funds directly to the school to spend, and if so what percentage. School would then need to report back/justify spend termly

- this reduces the staff request process/admin burden
- empowers the school to make decisions on child centred projects that Haringey can't pay for and PSA not aware of the need
- allows PSA to focus efforts on raising funds for other substantial items eg playground equipment, hall lighting, garden, ICT etc and smaller consumables and other projects
- Provides framework for us to communicate jointly to parents how PSA & school spends the money.

Nick suggested that we should be wary of automatically handing over funds and that we had to be aware of our responsibility to parents in the future as well as now to spend money how they would like us to separately from the school's decision-making. He characterised a potential situation in which a Head and the PSA might not be in such harmony as is currently the case. It was proposed that 25% of funds would go to the school and the rest would be kept back for big projects. No final decision was reached. This should be revisited at the next meeting when Mr Woodward will outline, in more detail, his spending priorities.

It was agreed that funds should be spent well, efficiently and visibly so parents and children can see what a difference their funds are making.

The Reserve is currently held at £25K for historical reasons, and it was proposed that this should be reduced to allow funds to be released and spent. Several suggestions were made as to how much to reduce this reserve by. It was agreed that we should spend money we had raised and keep the reserve as low as possible. Marco cautioned that we need to ensure that we are covered for operating costs, money to invest in order to make money, setting up events up events, booking fees etc.

Marco explained that the PSA realistically had approximately £35K total available cash after receivables and assuming the payment of all remaining approvals.

It was proposed that £5K be kept in reserve. This was approved.

Marco pointed out that there is a considerable spend every year that is not approved – wine, expenses etc. so we have a lot of fundraising work to do just to stand still. The figure for the 2012-13 financial year was £12,152.59 and made up of expenses such as Majestic Wine, Fayre expenses and miscellaneous expenses paid by PSA members for items required for the events held throughout the year.

Following the decision to cut the reserve to £5K, the total available cash for spending is approximately £30K. The discussion moved on to how to spend this money.

Sophie asked Mr Woodward to prioritise his immediate proposals for spending. These were:

- The wooded area and the climbing frame – potentially costing £5K +£10K, but proposals needed
- Computers - £15K Mr Woodward will email a proposal for approval before the next meeting.

The PSA approved the expenditure of £10K for the wooded area and £5K for the climbing frame. Discussion around the computers will be rolled forward to the next meeting.

Sophie also proposed that the PSA contribution to the pantomime be increased slightly in order to reduce the parental contributions to £10 per child. This would equate to a subsidy of £2,992.50 (£2,500 in 2012). This was approved. Marco confirmed that this approval had been taken into account when arriving at the £35K total available cash.

All other agenda items were carried over.

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>
19 Oct		Gardening / bulb planting		Jodi Gekher & Gardening group
n/a this year	Kids & Fundraising	Halloween Disco	n/a	n/a
28 Nov	Fundraising	Christmas Fair	All PSA committee members asked to attend/set up/clear up if they can	Naomi Greenland Catherine Mulvihill
Oct / Nov	Fundraising	Christmas Cards	Done	Ros Morshead
18 December		Sing a Song of Christmas	Helpers needed	Corinna
Last day of term in December	Kids	Christmas Cracker distribution		?
Tbc	Kids & Fundraising	Valentines Disco	Helpers needed	Corinna/Nick
tbc	Fundraising	Bhangra Night -	Helpers needed	Tam
tbc	Fundraising	Quiz	Helpers needed	Kat, Tam
tbc	All	Summer Fair	All PSA committee members asked to attend/setup[/clear up if they can	Kate Fox, Kat Day & Tamara Grant
tbc	Kids	Sports Day lollies		?
July 2014		New parent evening	All PSA committee members asked to attend/setup[/clear up if they can	Sophie

4. Date of next meeting

Date of next meeting agreed as Wednesday 15th January, 2014.