

# MEETING MINUTES

<b>Subject:</b>	PSA meeting
<b>Date and time:</b>	18 <sup>th</sup> January 2017, 7PM
<b>Location:</b>	Bumblebee Room, Tetherdown School
<b>Attendees:</b>	Ms Barber, Mr Woodward, Mr Evans, Oonagh Roy, Natalya Moore, Alistair McDonough, Limo Hearne, David Kirk
<b>Apologies:</b>	Sandhya Shyam, Naomi Braybrook, Robert Glynne
<b>Minute taker:</b>	Andras Nemeth

Item	Action item / Notes for the record	By who	By when
<b>1.</b>	<b><u>Appointment of officers</u></b>		
1.1.	Vice-Chair – remained vacant		
1.2.	Communication Rep – Sandhya took the role		
<b>2.</b>	<b><u>Minutes of previous meeting (9<sup>th</sup> November 2016)</u></b>		
2.1.	Accepting the minutes of the previous meeting Minutes has not been prepared, will be presented and accepted on the next meeting.	Andras	
2.2.	Matters arising from the minutes Draft minutes to be sent to all for comments no later than 10 days following meeting. Final version to be issued following comments received.	Andras	
<b>3.</b>	<b><u>Finances</u></b>		
3.1.	Financial Report (attached to the minutes) <ul style="list-style-type: none"> <li>a. PSA donations made so far are for the previous academic year (2015-2016)</li> <li>b. Panto invoice to be sent to David</li> <li>c. It was agreed to reduce reserve from £5k to £3k</li> <li>d. Invoice covering Christmas cards and calendars to be sent to Ms Barber for VAT reimbursement.</li> <li>e. Mr Woodward thanked David for the speed with which the accounts were completed and signed off.</li> </ul>	Ms Barber David David	
3.2.	Regular contributions Assigning funding from the PSA budget to one-off projects are the PSA's prime focus, raising current level of funding running costs disputed and not favoured at the moment. To be discussed further.		
3.3.	Giving machine and donations <ul style="list-style-type: none"> <li>a. Presentation on how to use the giving machine is planned for Quiz Night.</li> <li>b. Updating the PSA's section of the school website to be managed by the PSA. The plan is to set up a new donation page. School to contact website provider, then PSA deals with them direct.</li> </ul>	Mr Woodward Alister	

Item	Action item / Notes for the record	By who	By when
<b>4.</b>	<b><u>Projects and Plans</u></b>		
4.1.	Reception Canopy a. Installation planned during Easter break b. Scheme supplemented with storage facility, £3k on top of £16k for the canopy. c. It's agreed previously to assign £14k from PSA budget. d. PSA voted to assign the full amount of £19k, payable against invoice provided.		
4.2.	Audio-visual system in hall a. Review and assessment of existing kit is ongoing. b. Governors questioning, justification to be provided from an educational point of view.	Limo	
4.3.	Benches for socialising (project proposed by Oonagh) Assess possible locations and arrangements	Mr Evans	
4.4.	Wish list of projects a. One-off projects wish list prepared by Mr Woodward. b. To be supplemented with bread & butter items.	Mr Woodward	
<b>5.</b>	<b><u>Review of past events</u></b>		
5.1.	Mr Woodward thanked everyone for organising the Christmas Fair, feedback received indicates great success. Over £6k raised, final figures pending till all expenses recorded.		
5.2.	Big thank you to Oonagh for the calendar, which raised £2k.		
5.3.	Disco		
5.4.	Film night		
<b>6.</b>	<b><u>Upcoming events &amp; fundraising</u></b>		
6.1.	First Aid courses		
6.2.	Quiz night Scheduled for 18 <sup>th</sup> March 2017, 7PM – 10PM Bar by PSA, bring your own food Quizmaster – ask last year's winners	Oonagh	
6.3.	Used PE Fair		
6.4.	Gardening		
6.5.	Lolly Fridays		
6.6.	Comedy night		
6.7.	Summer Fair Scheduled for 24 <sup>th</sup> June 2017		
6.8.	New Parents meeting		
<b>7.</b>	<b><u>Date of next meetings</u></b>		
7.1.	Spring 2 – scheduled 8 <sup>th</sup> March 2017, 7PM		

Item	Action item / Notes for the record	By who	By when
7.2.	Summer 1 – scheduled 10 <sup>th</sup> May 2017, 7PM		
7.3.	Summer 2 – scheduled 16 <sup>th</sup> June 2017, 7PM		
<b>8.</b>	<b><u>AOB</u></b>		
8.1.	Liaising with PTA UK regarding Andy Hind and PSA procedures	David	

<b>Next meeting (date, time, location):</b>	8 <sup>th</sup> March 2017, 7PM
<b>Next minute taker:</b>	Andras Nemeth