

MEETING MINUTES

Subject:	PSA meeting
Date and time:	1 November 2018, 7.30pm
Location:	Reception Classroom, Tetherdown School
Attendees:	Ms Barber, Mr Woodward, Mr Evans, Laura Wilkinson, Mia Jenkins, Dan Schonfeld, Annie [], Nick Howard, Eve Stramer, Emma Leach
Apologies:	-
Minute taker:	Laura Wilkinson

Item	Action item / Notes for the record	By who	By when
	<u>Minutes of previous meeting</u>		
	<p><u>Chair</u> All decided that there would be a rotating chair. MJ agreed to be the “rotating chair”.</p> <p>Limo [] and Akemi Schubart said that they would not be on the Committee this year.</p> <p>Caterina [] said that she would be keen to help from next term.</p> <p>All discussed the success of the “Lolly Campaign”, in generating interest and new members of the Committee.</p> <p><u>Last meeting’s minutes</u> LW ran through last meeting’s notes.</p> <p>Regarding the “phone amnesty” initiative, DC agreed to complete research on phone trade in.</p> <p>DC discussed Amazon Smile and the potential for fund-raising for the school, details of which had been distributed to the Reps to forward to classes.</p> <p>Regarding the Giving Machine, the Committee discussed the lack of users (280 people signed up but there are only 11 active users).</p> <p>EL suggested that tech-savvy parents could visit parents’ houses to set up the Giving Machine on PCs, and that Akemi Schubart, Dave [] and DC were possible helpers.</p> <p>The Committee discussed Amazon sponsorship. NH said that he has contacts at Amazon to pass on to Mr E, as the school is a charity for sponsorship purposes.</p>	DC; NH	Next meeting

Item	Action item / Notes for the record	By who	By when
	<u>Finances</u>		
	DC agreed to confirm current cash status.	DC	Next meeting
	<u>Projects and plans</u>		

<p><u>Meeting with Reps</u> Mr W said that he would attend tomorrow’s meeting with the Reps. There is no agenda for the meeting but it is a chance to generate ideas The aim of the meeting is to build relationships with the Reps. EL and MJ said that they would bring a helper list to the meeting for ad hoc helpers, especially for the Winter Fair. EL said it was important to find what the barriers are to joining the PSA at the meeting.</p> <p><u>Events</u> MJ suggested that each PSA event is allocated to a year to organise, which all agreed was sensible given the PSA’s size. MJ mentioned that, for example in “the bible” there are instructions on how to run a disco in 9 steps, which should make event running a simpler task.</p> <p><u>Building maintenance fund</u> The Committee discussed that in 2017 40% of parents paid into the building maintenance fund nationally. The Committee considered that channelling the building maintenance fund via the PSA for which the school could receive Gift Aid, is illegal and a breach of fiduciary responsibility. The teachers therefore agreed to consider standing commitments that could be paid via Gift Aid legally.</p> <p><u>Meeting with governor</u> MJ described a meeting with Jane [] (parent governor) and with EL and DC. The Committee discussed that the PSA has spent money on “visible items”. J commented that finances were so tight that the PSA should consider spending on whiteboards and computers.</p> <p><u>Project planning</u> All referred to the project planner document. Mr W said that it was important to continue the work of the previous Committee. He referred to the list of “must haves”. He suggested that school budget money is allocated to various items on the list and then school money could go to new staff. PSA funding could then be allocated to “must have” items. All considered that Tetherdown is the poorest paid school in Haringey. Mr E commented that PSA funds had historically gone to outdoor items. All agreed to allocate £1,800 from the building maintenance fund to wooden aspects of the playground, including for decking.</p> <p><u>IT</u> Annie [] commented that the server is 9 years old and needs replacement. Akemi Schubart has carried out research and Annie [] and AS had then decided go with Microsoft. This means that the school will be cloud-based. There were concerns about the effect on WiFi and broadband width so Annie [] is checking that. She said that everything would be easily accessible from one place. DC added that cloud and broadband services are not one-off costs. He said that a one-off solution by the PSA would not sustain the project. Annie [] confirmed that WiFi was a one-off cost, but does not yet have a estimated cost. DC said that generally cloud providers are very similar. He asked why the school had chosen Microsoft. Annie [] said that AS could discuss this should DC have any queries.</p>	<p>MrW EL; MJ</p>	<p>02/11/18 02/11/18</p>
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<p>Mr W said that the school was very familiar with Microsoft. They would otherwise have to have a training plan. The school has a London Grid for Learning Plan which is compatible with Microsoft too.</p> <p>Mr W said that the £7,500 could be ignored in the IT strategy column as the figure is not known.</p> <p><u>Sponsorship</u> DC suggested the school making more of corporate sponsorship. Mr W said that community schools did not have sponsorship branding.</p> <p><u>Sound and lighting</u> The committee discussed the “should haves”. Mr described how the school had come to the PSA last year asking for lighting and sound equipment (it was not driven by the previous PSA).</p> <p>Mr W listed the sound and lighting that the school would like, with the following quotes: £4,000 from Badger; and £13,000 from Stage Electrics. Mr W said that sound and lighting had been on the list for about 6 years.</p> <p><u>Garden maintenance</u> All discussed the success of the Big Dig, and how that should be replicated. MJ mentioned the success of Reception garden. Mr E was keen to discuss gardening with ES at a follow up meeting, given her interest in gardening at the school.</p> <p><u>Fundraising</u> All agreed that the aim is to raise £10,000 for next year, and that anything on top of that can be spent this year.</p> <p><u>Musical instruments</u> Mr W said that musical instruments had not been updated for about 7 years. All discussed holding an auction of instruments.</p> <p><u>“Wedding list”</u> EL asked about parents being able to donate money for specific items. MJ suggested a type of school “wedding list”. DC commented that finding items that people could relate to emotionally helps them so see value in donating. All agreed that adding items for projects in a registry would be a good idea. Mr W agreed to provide an inventory within the next 3 weeks. EL and ES agreed to look into how to implement the “wedding list” approach.</p> <p><u>GDPR</u> MJ asked if the school could get Reps to sign up confirming that their personal details may shared by the school. The lack of such consent slowed MJ down by 2 weeks, when initially trying to make contact with Reps.</p> <p><u>Scooter rack</u> DC asked if parents could come forward to help build a frame for scooters. NH said that there were a couple of parents in his child’s class that could help. NH said that he would ask his wife, who is a Rep, to send message to organise the rack building.</p>	<p>Mr E</p> <p>Mr W; EL; and ES</p> <p>NH</p>	<p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p>
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Winter Fair

The parent Committee members said that they were meeting separately to plan the Winter Fair after today's meeting.

ES was concerned about a buffer in case the Winter Fair has to be cancelled. DC confirmed that £3,000 in the account was the buffer.

Spending

The Committee agreed to spend on PE mats, PE benches, one TV screen, KS1 playground, and £400 on scooter rack materials potentially.

New member

All voted NH onto the Committee.

Item	Action item / Notes for the record	By who	By when
	<u>Upcoming events & fundraising</u>		
	Christmas Fair – 10 December 2018		
	PSA meetings – 7.30pm on 1 November 2018 and 31 January 2019		

Next meeting (date, time, location):	7.30pm, 17 December 2018
Next minute taker:	Laura Wilkinson