

MEETING MINUTES

Subject:	PSA meeting
Date and time:	2 April 2019, 7.30pm
Location:	Reception Classroom, Tetherdown School
Attendees:	Ms Barber, Mr Woodward, Laura Wilkinson, Mia Jenkins, Dan Schonfeld, Emma Leach
Apologies:	Mr Evans, Nick Howard, Eve Stramer, Tommaso Gros-Pietro; Reem Al Rasheed
Minute taker:	Laura Wilkinson

Item	Action item / Notes for the record	By who	By when
	<u>Year 6 Presentation</u>		
	<p>Year 6 students pitched to the PSA for a £1,000 loan to put on “Into the Woods” at the school. The pitch was detailed and listed items that the students needed to buy (including the rights to the play, a licence so that the play could be filmed, props and costumes). The students gave their estimate of costs of the items, based on costs of items in last year’s production.</p> <p>The PSA agreed to lend the £1,000 to the year 6 students on the condition that if they cannot repay the loan from the event’s proceeds, they will raise the money to repay the loan, such as via running stalls in the playground.</p> <p>It was agreed that the school would put in a request for the money.</p> <p>Ms B agreed to submit a donation request.</p> <p>It was agreed that the PSA would run the bar at the event to raise additional funds for the school.</p>	Ms B	Next meeting
	<u>Science Funding</u>		

Item	Action item / Notes for the record	By who	By when
	<p>The PSA reviewed the budget for Science Funding.</p> <p>It was agreed that £500 would go towards science from the £5,000 for school's ongoing needs (assuming that The Registry is not set up by the end of the summer term).</p> <p>DC suggested that staff come to the PSA meetings and pitch for funding, which would be outside of the £5,000 for ongoing needs. It was agreed that that approach would encourage more dialogue between staff and the PSA Committee, and engagement with the PSA.</p> <p>The school has been tracking the performance of the children over the year in relation to science. Mr W said that the school needed more resources.</p> <p>It was suggested that science resources could be an item on The Registry. Mr W said that some items could wait for The Registry's set-up.</p> <p>If the registry is set-up by the end of the summer term, the £500 referred to above could be added to The Registry.</p>		
	<p><u>Magic Show</u></p>		
	<p>Mr W agreed to follow up on school volunteers (three members of staff and the head teacher are needed for the show).</p> <p>EC had set up a rota for selling tickets.</p> <p>The PSA will run the bar at the event. LW is applying for a temporary event notice so that alcohol can be sold.</p>	<p>Mr W</p> <p>LW</p>	<p>09/04/2019</p> <p>12/04/2019</p>
	<p><u>Summer Fair</u></p>		
	<p>It was agreed that the Fair would be held 11.30-3pm so that the lunchtime sales could be maximised. The PSA can access the school from 8am for set-up on the day of the Fair.</p> <p>Mr W said that if the Fair was longer it would not make more money.</p> <p>It was agreed that rotas on stalls would be one hour (the last slot would include 30 minutes of clear-up).</p> <p>Mr W advised the PSA to have a wet weather contingency plan.</p> <p>Ms B said that she would check that Cathy had cancelled LAGAD on the day of the Fair.</p>	<p>Ms B</p>	<p>12/04/2019</p>
	<p><u>Building Maintenance Fund</u></p>		

Item	Action item / Notes for the record	By who	By when
	<p>Mr W said that he had a list of large items for which he needs funding. It was suggested that contribution to bigger items could be around a theme.</p> <p>DC suggested breaking school resources into small components.</p> <p>Mr W said that he would tell the PSA his priorities.</p> <p>It was suggested that there could be a campaign of the term/month on the Friends of Tetherdown website for the bigger items, so that those with limited time to commit can then contribute.</p> <p>Mr W said that he would check with governors whether big items could be sponsored.</p> <p>DC said that for match-funding we could take donations.</p> <p>Reviewing the budget, Mr W said that the school no longer needed the £3,00 listed from the PSA for IT.</p> <p>Mr W agreed to send the new IT strategy and list of IT items needed and amounts to the PSA.</p> <p>DC emphasised that the PSA needed clarity on what money is needed for.</p> <p>Ms B said that she would submit a request on 03/04/2019 for £5,000 for resources, £1,000 for books and £1,000 for subscriptions (First News subscription).</p> <p>EC said that the website design was progressing well with Jessie Jenkins' help and that The Registry would be running by the end of the year.</p> <p>The website needs to be launched one month before the summer fair so that the auction can be on the website.</p>	<p>Mr W</p> <p>Mr W</p> <p>Mr W</p> <p>Ms B</p>	<p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>03/04/2019</p>
	<u>Communication with Office Manager</u>		
	Ms B is going to check why communications to Elvis and Nambdi have to go through Cathy as it would be simpler to communicate directly with Elvis.	Ms B	Next meeting
	<u>Upcoming events</u>		
	Amigos Family Magic Show – 10 May 2019 Summer Fair – 15 June 2019		

Next meeting (date, time, location):	7.30pm, 14 May 2019
Next minute taker:	Laura Wilkinson

