| **Farnsfield St Michael’s C of E Primary School**  **Parent Staff Association Committee Meeting**  **26th January 2023, 3:30pm** | | | | |
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| **ATTENDEES:**  Lisa Hodgkiss (Chair)  Gary Olliffe (Vice Chair)  Bev Smith (Treasurer)  Marcella Olliffe, parent  Mrs Carpenter, Head Teacher  Gaby Murden, parent  Laura Spinks (Secretary) |  | |  | |
| **APOLOGIES:**  Tony Light (Committee Member) | |  | |  |

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| Ref  No, Agenda item,  month, year | Agenda Item:  Information / Action / Decision | Allocated to |
| **01-26012023** | **Welcome**  Lisa Hodgkiss opened the meeting and welcomed attendees. Apologies were noted for Tony Light. |  |
| **02-26012030** | **Update from the Chair**  A discussion took place regarding generating new members of the Committee and welcoming parents to the meetings. The PSA would be extremely pleased for new members to attend or for any parents to contact the PSA with new ideas, people would not need to commit to anything more if they did not want to.  LH thanked Gary and Laura for their work on the latest PSA newsletter, which has received positive comments.  **Action: next newsletter to be prepared around Easter and then in the summer term.** | **Laura/Gary** |
| **03-26012023** | **Fundraising Activities Update**  The Christmas cards initiative raised £155, a fantastic achievement.  The Lego brick key rings that were sold generated another £175.  The Christmas Fayre raised £1,072, a fantastic amount! |  |
| **04-26012023** | **Fundraising Activities Planned**  Coming up we have:   * School disco on 8th February. To-date, we have sold 189 tickets and a reminder will be sent out in the next week. One of the children attending has allergies and there was a discussion about how we can accommodate this with the snacks on sale. Any parents who would like to stay and help at both/either of the discos would be most welcome. There will also be members of staff around to help out as well. * Mother’s Day. LH stated that previously, we have sold chocolate bars and flowers. New ideas included a bracelet or a soap. Bev raised a point in relation to people with allergies and the soaps. Costs for each were discussed.   **Action: Any further ideas for Mother’s Day to be circulated on the PSA Committee WhatsApp group.**   * Doughnut Day. Doughnuts can be bought at cost price by the charity and sold for a profit from Krispy Kreme (glazed doughnuts). Cost is around £7.50 for a box and we could then sell them as single doughnuts. Potential to link to an Easter egg hunt straight after school on the last day of term before the Easter holidays (30.03.2023). * Summer disco (no Easter disco this year as we held a Christmas Fayre). It was agreed we will avoid the week commencing 10th July.   **Action: Lisa H to contact Gaz for his availability for the summer disco and for the Christmas 2023 disco.**   * Sports week. W/C 26th June - the PSA will sell refreshments. | **All**  **Lisa H** |
| **05-26012023** | **Summer Fayre**  Gary suggested that a separate Committee should be brought together to plan the PSA Summer Fayre. This was agreed. Gary is happy to lead that group. Any parents who would like to help out on a smaller, summer fayre planning committee would be extremely welcome.  **Action: Communication to be sent out to weigh up interest and to gather names of people interested in helping to plan the event.** | **Gary O** |
| **06-26012923** | **Bank Account Review/New Bank Account**  Signatories have not yet been changed.  Gary raised a point about the current bank account for the charity. It is old fashioned and we would benefit from a new/upgraded account. A discussion took place about the use of personal money and having to get expenses paid. It would also be useful if we could have a card reader for events. Mrs Carpenter stated that the school can assist Members if outright payments are required for facilities for events and that clear records could be kept for audit purposes. The school would order items all in one go and then the PSA would write the school the cheque from the charity’s account.  **Action: Gary to discuss the school involvement in supporting payments for PSA events with Miss Shine.**  **Action: Bev to look into moving the bank account or upgrading the current one. To also consider having all members being able to access it to avoid one or two person dependency.** | **Gary O**  **Bev S** |
| **07-26012023** | **Treasure’s Report**  The opening balance for the PSA account was £3,056.82. There is £415.25 to go out in cheques, leaving a balance of £2,642.57.  After funding the school wish list of £874.03 (see previous minutes 06/10/2022) the outstanding balance is £1,767.54.  Gary stated that he thinks the PSA should pay for resources that enhance a child’s education whilst at school (such as IT awareness, a digital board for the office etc), rather than the resources outlined in the school wish list. Lisa would rather the funds are spent to benefit all children who are currently attending the school so is content with the PSA funding the school resources. Mrs Carpenter raised the point that the school buys the items they can afford from their budget but the wish list was for additional resources to enhance the education for the children who, otherwise, wouldn’t have had them as the school does not have the budget.  **Action: Next PSA newsletter to include items the PSA has funded on the school wish list to ensure that parents are aware of the items the Committee has funded from the money raised at recent events.** |  |
| **08-26012023** | **PSA Website**  This is all up and running. The PSA newsletters and minutes/agendas etc will be added to the site as and when new items are produced. |  |
| **09-26012023** | **AOB**  There was a discussion about funding first aid training as Lisa, the Chair, has changed roles so will be unable to source this training for free. |  |
|  | **Date of next meeting:**  23rd March 2023, 3:30pm at the school behind reception. |  |