| **Farnsfield St Michael’s C of E Primary School**  **Parent Staff Association Committee Meeting**  **27th April 2023, 7:30pm** | | |
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| **ATTENDEES:**  Lisa Hodgkiss (PSA Chair)  Gary Olliffe (Vice Chair)  Bev Slack (Treasurer)  Tony Light (Committee Member)  Laura Spinks (Secretary) |  |  |

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| Ref  No, Agenda item,  month, year | Agenda Item:  Information / Action / Decision | Allocated to |
| **01-27042023** | **Welcome**  Lisa Hodgkiss opened the meeting and welcomed attendees. |  |
| **02-27042023** | **Update from the Chair**  Planning for the summer fayre in June is underway. This was discussed later on the agenda. LH will continue to Chair the PSA until July and is then stepping down from the role. |  |
| **03-27042023** | **Fundraising Activities Carried Out**  Sales from the Coronation bookmark were 119 and this was a profit of £61.20. |  |
| **04-23032023** | **Fundraising Activities Planned**  Doughnut Friday is moved back from April to May. LH will contact Krispy Kreme again.  Break the Rules Day is coming up in May and we may run this again at the end of term – to be confirmed.  Father’s Day – socks will be sold. LH will look at previous sales trends to see how many to order.  Sports Day refreshments (30/06/2023) – it was decided that the PSA will sell drinks only and possibly ice pops but not other not food items.  Summer disco – 28th June. Laura Spinks will prepare the tickets.  Summer Fayre – 16th June. This will be discussed later in the meeting.  **Action: Laura Spinks to prepare the summer disco tickets and send to Lisa.** | **LS** |
| **05-27042023** | **Recruitment – Chair and Events Coordinators x2**  There have been no names come forward for any of the roles. The PSA will go dormant from July without a Chairperson. If this happens, the PSA need to contact the Charities Commission to inform them that it is dormant. If a chairperson is identified at a later stage the bank account is restored and an EGM is held. GO is not standing for the Chairperson.  GO is meeting with the School Council on Thursday 4th May so will encourage participation in the PSA at the meeting.  Discussion regarding the possibility of the PSA being run outside of charity – this would require the school to lead.  Leavers hoodies discussed – if ordered, needs to be done at the start of the school year so that students get longer wear out of the items.  **Action: LH to inform Mrs Carpenter that the PSA will go dormant from July.** | **LH** |
| **06-27042023** | **Summer Fayre – 16th June**  GO updated that x2 bouncy castles are booked along with big, outdoor games. Insurance and risk assessments are done by the company providing the equipment. Cost is £465 – school have paid and will invoice the PSA.  In addition, other items arranged include; stalls, ice cream van, raffle prizes, PCSO vehicle and possibly fire vehicle. Raffle prizes confirmed to date are from: Rustic Crust, Scissors, Atherleys afternoon tea for two, Bramley and White, and The Beauty Room. To hear back from; Hamiltons, Estate Agents, White Post Pub, White Post Farm, Woodberrys, and the Coop.  LH suggested M&S in Southwell and Tescos to usually donate raffle prizes.  Each school class will host a stall – GO will discuss this with the School Council. LH will source the raffle tickets. The event will also be advertised on Facebook and Twitter. |  |
| **07-27042023** | **Bank Account Update**  BS has looked into other bank account options. There is a set of rules that is difficult to navigate and there are fees for arranging an account with another bank. It was questioned whether it is worth changing the bank account if the PSA is to go dormant from July – the committee agreed that it is not. |  |
| **08-27042023** | **Treasurer’s Report**  Current balance is £3,280.00. There are £2,080 worth of expenses to go out, leaving a final balance of £1,291. Expenses include leavers hoodies, school resources (wish list), and the summer fayre inflatables.  The £61.20 from the Coronation bookmarks also needs to be added. |  |
| **09-27042023** | **AOB**  Go will raise the following items at the School Council meeting: Summer Fayre (stalls), invite pupils and parents to attend the next PSA Committee Meeting on 25th May, suggestions for games/resources for wet play times. |  |
|  | **Date of next meeting:**  Thursday 25th May 2023, 3:30pm, Farnsfield St Michaels School  **Action: GO to speak with LC regarding the location if students/parents do want to attend to ensure there is enough space.** | **GO** |