

PSFA St Margaret Clitherow Primary School

• PSFA General Meeting		
19/09/2017	6:30pm	School
Meeting called by	Chair	
Type of meeting	General Meeting	
Facilitator	Alex Williams	
Note takers	Paul Williams	
Timekeeper	N/A	
Attendees	Miss Puccio, Mrs Stewart, Alex Williams, Paul Williams, Kebby Tongola	

1. Apologies & Introduction	
	Alex
Neil Ashman, Savio (Governor)	

2. Agreement of Minutes of last meeting	
	Alex
All agreed.	

3. Review of items from last meeting			
	Alex		
Action items	Those Responsible	Deadline	
See Previous Minutes. All Actioned by end of School Year			

4. Treasurer's Report	
	Paul
<p>Christmas Card Project funds from 2016 received £162 Bouncy Castle hire in August £40 eBay sales of items donated: Printer £9.99, Projector £84, Speakers £9, Coffee Grinder £16, Camera £7.49. EasyFunding £31.48 received but 20 supporters and £58.10 raised so far. Reminders to be sent out regularly School Lottery 42 Tickets from 30 Supporters. £149.20 received. Need to raise profile of this easy fundraiser. Parental donation of prize £11.70</p> <p>Total Income since beginning of term: £521.85! Fund received in August £1,000 from Lloyds Bank Foundation. . Account Balance Today £2,945.09 Disco & Christmas Fayre spending so far £94.23 (Fayre) £467.25 (Disco)</p> <p>Now registered for Gift Aid and so declarations to be signed by Parents. Send out in newsletter and have at ALL events</p>	

PSFA St Margaret Clitherow Primary School

Action items	Those Responsible	Deadline
Design Gift Aid Declaration in line with Inland Revenue guide and make available at all events	Paul	30.9.17
Newsletter to be designed and sent out to all pupils.	Alex & Paul	30.9.17

5. Forthcoming Events

Alex

. School Disco Friday, 6th October: All planned. Miss Puccio will not be present but Miss Coleman will be. Kebby confirmed he had completed First Aid training. Sweets bought but need to source a new wholesaler as choice limited. MAKRO in Enfield suggested.

Bags2School, Thursday, 9th November: Parentmails to be sent telling parents to bring in any time. Signage to be completed

Christmas Fayre: Saturday, 25th November: Raffle prizes agreed at £100 1st Prize and £25 2nd Prize. Raffle Tickets to be ordered.
 Plans well under way.
 Stall prizes ordered and organized in container (Alex)
 Christmas trees to be removed from loft and placed in container (Mrs Stewart – Alex)
 Santa's presents to be bought and wrapped. (Alex)
 Lucky Dip prizes to be wrapped(Alex)
 Kid's Tombola bags to be ordered and then instructions stapled to bags (Alex)
 Neil Ashman confirmed as Father Christmas
 Food stalls agreed as jacket potatoes and hot dogs. (Potato oven to be sourced by Alex).
 Pick a Lolly game – Stickers to be placed on lollies (Alex)
 Free Game tickets to be produced and placed in envelopes. (Not for food or tombolas) (Alex)
 Prize Donation letters to be sent out. (Alex)
 Santa's Grotto corridor to be decorated this year (Alex to source)
 Bunting and Hall Decoration to be reviewed and bought (Alex)

Nativity Costume Hire: Dates to be agreed nearer to Shows. Agreed £3 per costume. All costumes cleaned, bagged & ready to go.
 Additional animal outfits to be bought (Alex)
 Discussed and agreed by Miss Puccio that more traditional theme plays will be held this year.
 Discussed the condition of outfits returned after plays. Teachers and TA's to take additional care when dressing & undressing children. All outfits to be placed back in plastic covers on hangers. Outfits to be ticked off by Teachers to ensure none lost as in previous years. Mrs Stewart & Miss Puccio to spread the word.

Action items	Those Responsible	Deadline
See above items for actions.		

6. Any Other Business

Alex

PSFA St Margaret Clitherow Primary School

Recycling: Class initiative? Miss Puccio to discuss with Youth Leadership Team and discuss at next meeting.
Parentmail to be sent asking for 'Designer & Named' items to be separated as more funds raised by selling on eBay.

Win a Playground: Registered. Flyers, newsletters and parentmails to go out to encourage people to vote.(Paul)

Co-Op Community Spending: Registered for share of £11,000 from local stores. Awaiting decision in October. Next meeting to discuss how to maximize our share of the funds. (Paul and Miss Puccio)

Christmas Cards: Discussed at length and agreed that following the disaster with last Year's company we should give this a miss this year. Agreed to think about as Parents really like these. To be discussed and final decision at next meeting.

EasyFunding: Details to be added to newsletter and profile kept up throughout the run up to Christmas.(Paul)

Year 6 Support / Annual Donation: Discussion about how to ensure the Parents help at events throughout the Year to gain our donation of £150. Alex to locate organisers.

Parents Evenings: Wednesday, 18th & Thursday, 19th. PSFA to have a stall to promote.

Monthly Meetings: Miss Puccio asked if meetings could be moved to Tuesday's as Savio (School Governor) wishes to attend regularly. Agreed to change for October meeting.

PSFA Committee: Alex & Paul Williams advised the meeting that they intend to step down from their positions as Chair and Treasurer at the end of this Academic Year. This provides time for people to step forward.

Actions	Who	Date
See individual items above		
1. Date of Next Meeting		
	Alex	
; Date of next meeting discussed and agreed: Tuesday, 17 th October.		
Action items	Those Responsible	Deadline
Parentmail to be sent out week before to advise Parents. Noticeboards also to be updated	Alex	13/10/2017