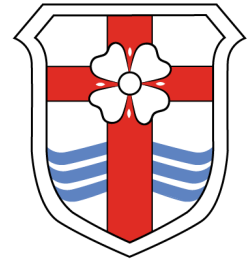


**PSFA Committee Meeting**  
**1st March 2024**  
**9:15am**



**Attendees:**

Jasmine	Vicki	Kebby
Danielle	Lauren	Andrea
Daisy		

**Apologies:**

Antonella		
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**Agenda:**

- 1. Introductions & Apologies**
- 2. Parentkind constitution**
- 3. Social Media & google drive policy**
- 4. Mother's Day Sale & feedback**
- 5. Action Tracker- delegation of roles/ events**
- 6. Finances**
- 7. Outside events**
- 8. PSFA coffee morning & helpers**
- 9. Date for Summer Fair meeting**

**1. Introductions**

Sarah Yates has stepped down as Chairperson of the PSFA. She has reviewed Parentkind policy and in-line with this we, as a PSFA, have agreed that Jasmine Carroll will step up into the Chair position until the EGM in July 2024.

Apologies from Antonella; she swapped work to be available for the Fundraising walk.

**2. ParentKind**

As we are a charity we all need a constitution. We follow ParentKind which gives us a guide for the roles and responsibilities, it protects us with complaints and supports us through. When you read it through; everyone is a part of the PSFA but we are committee members, if they want to be part of the PSFA committee they need to attend AGM. There is one that has been adopted by this committee as this was signed after the AGM in November. It is good to have a copy of it.

Actions-

Committee members to sign a copy and send it to PSFA email for uploading to Google Drive.

### **3. Social Media and Google Drive**

Following on from the last meeting we have set up Facebook; we have about 62 members. The most positive/ likes messages are where we are showing what is happening. There has been a lot of feedback from parents that they like the visibility. If someone doesn't complete the questions we are messaging them directly so that they are answered before they can get it.

Facebook policy will be attached to the website. Please read and sign it, then send a copy to Jasmine.

Google Drive has been set up- falls in line with everything being digital; has copies of the password. It has "dos and don'ts" on the policy. Please read through, sign and send back to Jasmine.

Actions-

Committee members to sign a copy and send it to PSFA email for uploading to Google Drive.

### **4. Mother's Day feedback**

There has been some feedback to Antonella that the prices for Mother's day is too expensive. We have not received this feedback before and it is priced the same as Christmas market. Higher intake for Mother's Day from year 6 than there was at Christmas. There are 185 gifts for Mother's Day.

They are nice gifts so people don't need to then do more shopping.

Agreed by committee members that the costs will remain the same.

No actions on this item.

### **5. Action Tracker**

Committee members will have access to Action Tracker on the google drive.

Lauren is creative and has access to those skills so will do those. Will be able to look at different season for events.

Kebby suggested that on the google drive we have a folder for bright ideas so that can use the ideas and this can be discussed in meetings.

Dee and Antonella to start with Culture Day. Vicki to provide JHN contact for sixth form EEDI team to support.

Actions-

Vicki to update action tracker

Dee and Antonella to lead with culture day and present back to committee. Proposal to be completed.

### **6. Finances**

Jasmine has created a policy for the school with handling PSFA money and collecting things for markets. Jasmine will share this with the team and then this will go to the school.

There are two cash boxes in the office so we are asking that all the funds can be put into there and then the committee members go through and give out the cash as well. PSFA will

provide small envelopes so that this can be added to the cash box.

Where we do cash slips when we are counting it up- Jasmine asked for there to be an additional line that money has been collected and taken into the bank. Kebby advised he can but there is also a record on the cash book. The deposit slip will remain in the school which has a copy of the money that is deposited.

Jasmine to be added to the bank- proposed by Vicki and seconded by Danielle/ Lauren. Sarah will be removed. Once Jasmine has been added then Jasmine and Vicki will receive a bank card for the PSFA account.

Jasmine completed a large order from wholesaler- unit has been cleared so we have been able to add the supply in there.

Current funds are £11,169.67- there have been no requests from the school yet. Miss Puccio has said she would like some Chrome books and as many as PSFA can buy, to consider whether we can have them donated. Currently making good progress with fundraising and Miss Puccio is happy with how things are progressing.

Lottery forms need to be kept on top of; these usually come every two weeks.

There is a letter template that we use for when we ask for donations.

Accounts based system- utilising xzero. Online platform: we have to keep accounts for 7 years for auditing purposes. Moving it online makes it easier to keep track of it and also helps with handovers. Need to decide as a committee whether this is value for money. Currently done in excel- Kebby takes all the costs for the event, then cost and how much money is raised. Not very time consuming, doing as and when it comes in. At the end of the year when everything comes together Kebby sends everything off to support auditor. Online system would provide the continuity and would all be able to access it. Danielle to have a look at google drive as there is no cost to it.

We keep money in the school and Kebby to check whether the money is covered on the school insurance.

Actions-

Kebby to look at old records and shred what isn't required.

Jasmine to be added to the bank

Cash slips and deposit slips to be added to receipt chats by all committee members.

Vicki and Jasmine to complete lottery forms.

Danielle to look at google drive for storage of finances and spreadsheets.

## **7. Outside events**

Jasmine suggested that we pause outside events for this year so that we can start this from September. We have had lots of changes and don't want to overwhelm them or rush events. We need to be settled and established. Jasmine would like to have the events that we have planned.

No actions on this item.

## **8. Coffee mornings**

We haven't held a coffee morning for a while and therefore would be good to get one booked in. Jasmine will speak with Miss Puccio about a date that would be good.

Action-

PSFA email to school for coffee morning dates.

## 9. Summer Fair

Need a date just to discuss just the summer fair and what the stalls will be. Discussed the bouncy castles- whether they are in working order and have insurance. Kebby to liaise with the insurance company so they are checked. Kebby stated that over summer they are usually hired out- no other committee member was aware of this. Jasmine is happy that if they are in working order for us to market this out. Jasmine to re-vamp the brochure.

Vicki proposed 22<sup>nd</sup> March at 1130 for this meeting. All committee members to look at stalls/ events that they would like at the summer fair. Jasmine would like to revamp it and bring a lot of events. Look at bringing other people to come in- look at donations. Ice cream van is always popular. Kebby to look at the last two years of summer fairs intake.

Actions-

All committee members to look at stall ideas.

Kebby to arrange inspections of the bouncy castles.

Jasmine to revamp the brochures.

Meeting on 22<sup>nd</sup> March to discuss ideas.

## 10.AOB

Jasmine expressed thanks to the team, especially for this week as there has been a lot going on.

Kebby expressed he was pleased there was lots of ideas and that the team was enthusiastic.

Mothers Day- no need for wrapping day as we will be putting the item in tissue paper. Setting up on 7<sup>th</sup> from 2pm for anyone that can. Vicki to ensure class lists are organised for register and time slots given to Mrs Streeter.

**Next meeting - Summer Fete only - 22<sup>nd</sup> March 2024 at 1130am.**