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| **Present**: Chair – Karina Timson, Vice Chair Sue Rathbone  Committee – Gail Goble, Simone Clare, Lynne Johnson, Sarah Ferrand-Dyer, Karen Gorry  Members – Heather Austin, Anne Butchard, Cheryl Kelly | |
| **Apologies**: Amy Sinnott |  |
|  | ***ACTIONS*** |
| 1. **Minutes of last meeting:**   No Minutes available from AGM | *Minutes to be checked with HA and issued asap* |
| 1. **Matters Arising:** | *No matters arising at this point* |
| 1. **Committee Members and Emails**   Discussion held re PSA Email - Committee agreed  that the email should be for committee members to  share information and emails to be sent separately to  the Head and others when required.  Cheryl had been removed from the emails | *Action SFD to give Alan Blanchard a definitive list of emails addresses to update*  *Cheryl Kelly voted onto committee.*  *HA to be kept informed as appropriate* |
| 1. **Treasurers Report:**   Lynne Johnson reported in Treasures absence  Current Income - £4602.60, this includes  £864 Redrow  £700 From J Watkins Golf Day  £50 Ben’s Grandma  Remainder from Disco, Bingo and Pamper nights  Books are overdue for audit but it has been arranged for them to be audited free of charge | *LJ to pass books to Auditor*  *Committee agreed that they would provide a “bottle” to say thank you – SFD to check from PSA prizes* |
| 1. **Job Roles**   Committee discussed the need for duties to be distributed across the committee. Committee will revisit this list of jobs as required.  Facebook to be kept up to date and positive to encourage participation and donations  SFD has done a quick flow chart of pre event checks and post event analysis which will be sent with minutes | *Thank-you Letters – SR*  *Facebook – KT & KG*  *Minutes & Tuckshop - SFD*  *Treasurer – LJ (Temp Cover)*  *Event Coordination – CK*  *Event Letters – KT*  *Fund Raising Letters – GG*  *Ticket and sales allocation/collection – SC*  *All to think about anything else to add and will finalise at next meeting* |
| 1. Prom/Disco   Some discussion over time left in term to organise a Prom, after discussion in which staff felt they were too busy in school, the parents on the PSA agreed to organise an ”End of Year Disco”,with remainder of the committee agreeing to assist on the night. | *End of year Disco provisionally booked for 12th July 6-8pm*  *LJ to check availability of Danial to DJ*  *LJ to speak to Domino’s re Pizza’s*  *No theme just “Dress to Impress”*  *KT – to do letters asap*  *Meeting to be arranged to check on progress and allocate help for the night* |
| 1. **Sensory Garden**   AB gave an update on the Sensory Garden – Committee in general expressed concerns about the plans and that it had the appearance of a playground rather than everyone’s perception of a sensory garden. AB explained that part of the rationale in choosing the design was to provide a low maintenance solution with plastics used by this specific company for longevity with circa 20 years guarantee. AB also felt that the plan may be misleading as it is not 3D  SC questioned if they had done any other gardens in schools which could be visited? AB said she didn’t know of any as they mainly did commercial projects  Expected Costs given as Phase 1 £52k  Phase 2 £7k (confirmed by AB after the meeting)  LJ said that Redrow had offered to help us with the groundwork and may be able to help us with further works and therefore reduce costs. | *AB to provide LJ with paperwork for LJ to give to Redrow asap and a meeting to be arranged with Redrow asap* |
| 1. **Future Fundraising**   SC suggested a moonlight sponsored walk in the Autumn term for pupils round school grounds  School Ambassadors have expressed an interest in sponsored swim or dancing  As part of Sports day school will be having Sponsored Goals  SR knows a lady that does clubbersice  Bag Pack mentioned  Gala next year if significant sums still need to be raised | *Committee to look into this for after clocks change in October*  *LT looking at this*  *Will look at the possibility of doing this as an alternative to an Autumn disco*  *CK to contact Asda to arrange*  *Committee to start planning from Sept18* |
| 1. **A.O.B.**   LJ Reported that Redrow have offered to provide a Sensory Day for the Children with Tractors, tiling, brick laying etc  Sensory Room – SC, LJ & KT expressed concerns that not all equipment was working - HA said that we had had a quote to repair circa £1k but unclear if problems stemmed from Electrics  Bar Money from Hilcrest still outstanding  SFD reported that the Tuck Shop introduced in February was going well and had made a profit to date of £48 | *LJ to check with Redrow to see if this could be done onsite to allow more pupils to experience the day as would not be practical to take all children to Redrow*  *LJ to ask Ben Schofield if he would check the electrics for the school before any repairs undertaken*  *KT to check with Adele then chase Hillcrest*  *SFD to pass profits back to PSA to bank* |
| 1. **Date and time of next meeting:** | Wednesday 4th July Committee Meeting re Disco |

**Minutes taken by SFD**