**SIMON BALLE ALL-THROUGH SCHOOL**

**PSA MEETING**

**Tuesday 16 January 2024: 7.30pm Virtual**

|  |  |  |
| --- | --- | --- |
|  |  | Action/Lead |
| 1. | **In Attendance:**  Penny Lafferty, Laura Pearson, Helen Engwell, Helen Ledster, Ruth Wing, Jo Duggan, Lou Harris, James Curtis, Kirstin Johnson, Bernadette Major, Coleen Butler, Chloe Leigh  **Apologies:**  Leah Wood, James Pooley, Samantha Claydon |  |
| 2. | **Welcome & Minutes from last meeting:**  Ruth (RW) opened the meeting.  The minutes from the last meeting were reviewed and agreed. | RW |
| 3. | **Events Review:**  **Manic Ceramics (10 November):**  Extremely popular, double the numbers that we hoped for, however too busy and not enough help so in future numbers should be capped at 40. There were a few issues so also needed a mop up session. Suggest next time we run the event at Manic Ceramics shop where we get a cut of profits with less need for volunteers.  James Curtis to provide the finalised balance for this event  **Frost Fair (2 December):**  The biggest fundraiser in terms of summer/winter events. Thanks to all who helped and sponsored. Great to see school groups involved including dance, choir, business leaders, Year 6 sports leaders etc, staff involved. It was a fantastic event but we all recognise that it was very tough to set up and run and that the level of effort required to run it as it is, is not sustainable.  Therefore, need a separate meeting to analyse what is profitable and what the issues are and make it easier to run. One suggestion is to stagger activities i.e. running games over the 4 hours  **Secondary Carol Service (18 December) & Primary Carol Service (19 December):**  Preparation that was done in the secondary concert (slicing fruit etc) really helped with quickly setting up the Primary one. Need more mulled wine, used 30 bottles. Spiced apple went down well. Thanks to music parents for donations. | PL  JC  PL/JD/RW |
| 4. | **Treasurer’s Update Funding Requests**  Rolling total for funds raised – approx. £32,000K so there is a need to spend some income.  Invoices for end of year celebration events to be raised to be paid  Discussed use of prepaid cards for reimbursing expenses for purchases. Issue with using our own funds so look into setting budget for particular things and card is pre-loaded with cash. Discussion around whether we continue with current process and have more people to authorise payments.  MoneySavingExpert recommend ClubCard Pay Plus card. There is also a SumUp one which is fee free.  Need to expand list of signatories to include RW. Ruth, Jo, James C and Chloe to discuss as part of wider separate Finance meeting  Investigating cheap smart phones to use instead of Sum Up – further discussion required. PL to research  **Funding Requests**   * Tom Joyce- Request from Tom Joyce (Assistant Headteacher) for £800 towards purchasing prizes to be given as recognition for good attendance and for students with most improved attendance. Penny provided context but requires James P to present further context when he is at next meeting * Miss Ponder – PSA agreed to pay approx. £30 towards the bench for last year’s Year 6 parents. Donated monies to be paid into PSA bank account – JC provided bank details. PSA need an invoice to know who to pay. * Request from Drama department for £2,000 towards improved lighting and staging facilities. To be discussed further. Kirstin to offer her husband’s expertise to give advice on what it is needed. * Question to James Pooley – are PSA still requested to pay for minibus lease? Approx £5000 per year | JC  JD/JC/CL  PL  JP  JC  JD/RW/JP |
| 5. | **Upcoming Events:**   * **26 January:** Larch UV Party   Fantastic uptake, sales of over £1500, had to reopen sales for those late bookers. PL will allocate ‘pay it forward’ tickets in conjunction with school staff. Entertainer to be located at windows at Trim Trail. Bernadette to look after the quiet area in the Oak Room.  Bernie donated £100 in sponsorship for entertainer. Balance to be paid by PSA in cash and claimed back.   * **16 February:** Doughies   Penny did a call out to other schools to increase uptake. Only earns a small amount but no outlay.   * **9 March**: Big Band   Jo Duggan to lead and Helen E and Colleen B to sign up to volunteer. Need 4 in total and 2 to set up during day.  Need TENS licence for each event and an individual can only apply up to 5 times per year. Issues with Adobe means others struggle to apply when they have tried. Ruth to try to apply on another device and if it doesn’t work will contact James Curtis.   * **27 April:** Wind and Brass Bar   Need to put out a call out for volunteers.   * **13 July:** Slice of Summer. Picked date to avoid Euros. Need separate meeting for SoS. Ruth and Laura to look at sponsorship * **Talent Show**   School leaders asking for bar support for some time in middle of March (update – 22 March confirmed). Need to apply for TENS. Colleen to lead and liaise with school to get date and set up separate WhatsApp Group   * **Magic Show –** external provider to look into for September. They take 50% of profits, so no outlay other than bar/food. Penny to liaise to confirm date | PL  JC/CL  PL  JD/HE/CB  RW/JC  PL  LP/RW  CB  PL |
| 6. | **Communications and Publicity**   * School Website development – David Ayres has given us some advice. Penny suggests focus back on the old PTA website and upgrade instead of using free platform as linked to Stripe and selling raffle tickets, but not great for content. * Additional admin support for PSA website. Jo D to take lead on data processing * School email address/Drive – Issues with this, need to talk to James P and Edutech. * Setting up a Business Whatsapp for comms/reminders – pick up as separate comms meeting | DA/JP  JD  PL/JP |
| 7. | **AOB**   * Update on insurance claim – quiz night spoiled food. Claim looks to be accepted and possibly to be paid back * Tidy up container when light and warmer – put on agenda for Spring * Constitution needs to be updated as it is very out of date, suggestion for committee officers to meet to discuss and then need committee to meet at EGM to agree updated constitution | RW  LP  JD/RW |
| 8. | Date of next meeting:  Tuesday 26 March 2024 @ 7pm. In person in Secondary Library |  |