# PSA Simon Balle School

# 25th April 2017

# Simon Balle School, Hertford

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| **Present**: Clare Stokes; Nicola Irons; Sharon Jones; Janice Lucas; Alison Mackie; Sandra Rumbold; Adam Winterton; Penny Lafferty; Jo Duggan; Ruth Oakenfull;  Alison Saunders; Angela Phipps; Sawsan Osman  **In Attendance** : Lucy Deards  **Apologies**: Carol Parfitt; Rebecca Jones; |

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| 1 | **Welcome** | Cs |
| **3** | **Minutes from last meeting**  Accepted as accurate with no further comment. | CS |
| 4 | **Events recap**  **Pamper Evening**  Janice and Sandra have done a great job collating info / feedback / top tips from this event last November.  The information has been circulated to sub team for feedback / comment. Please provide responses by end May please.  Ticket sales confirmed as : £1336 , profit from the event £1155!  **Big Band** –  Great evening – but we need to ensure we have enough drink for this event as had to restock (at Tesco twice during the evening). Nic has collated a list of stock sold at this event so we can use this at future large events (where drinks are served throughout the evening and not just before / during interval).  Keeping white wine / lager / J2O cold during the evening is also a problem. The fridge needs a long time to reach temperature and as it has no doors it’s difficult to maintain a cool temperature.  Also some of the wine we are currently stocking is not good quality.  Profit from this evening : £884  Solutions for future events:   1. AS offered use of the food room for weekday events ONLY – cool wine in the morning and then move over just before event. This is not an option for Saturday events as there is no way of accessing the building for us. 2. Ice buckets / Larch centre has boxes on wheels that we could borrow. Ruth to provide this for next event. 3. Choose better / more mainstream wines (ie pinot grigio / sauv blanc/ shiraz / merlot) to suit more people. 4. Keep look out for deals at supermarkets / majestic / on-line   Claire has checked and fitting new flaps to the fridge and it is not possible  **Choral Concert** – All Saints Church  Profits from this event £151  Learning points from this event :   1. we should position tables towards the altar end 2. Plastic glasses for events off site – avoids need to transport glassware from school 3. Make sure we confirm the time we can access the church beforehand. Ensures we have sufficient set up time / avoid waiting around. 4. Organise / fetch equipment from the cupboard during the week before – create check list of things we need to have to hand.   **School play** –  Takings £100 Thur and £200 Fri  Profits from this event: £145  **Wind and Brass Evening:**  Profits from this event: £170  Ran out of J20 and water | Sub-team members to respond  AM to liaise with RO |
| 5 | Upcoming Events ***LICENCING : Each person can apply for 5 temporary event (alcohol) licences per year*.**  **Quiz Night: Saturday 6th May @ 7:30pm Main School Hall**  Ticket sales currently approx 60.  Final push required this week to increase sales!  Elaine Woodhead and husband are running the quiz - but not the interval games.  Alcohol License has been applied for and will find out Friday before if granted – not expected to be an issue.  Tickets on sale - website and also at Main reception / Larch Centre reception  Lucy will email all parents to advertise the event :  Post meeting note : issues with the school email system has prevented the emails being sent out, however the school website has been updated with details of the event /ticketing  Folding dining room tables to be used – 8 chairs  Posters provided to Lucy / Ruth for display  Post meeting note = banner found and has been put up on corner of Hagsdell / Mangrove roads.  Laptop has been arranged and will be in the hall.  Screen is already in the hall and just needs to be set up.  Sawson will bake a chocolate cake for the raffle.  Helper: CS / NI/ SR / JL / SO / AP  Raffle – JL / SR/ AP to arrange the prizes for raffle / Heads and Tails / Winning team  Heads or Tails : for us to run during the interval  Stock: NI to check on stock based on amounts required for the Big Band evening.  Ice : Ruth to check with The Barge owners - who are parents at the school – to see if they can donate ice for the evening.  Ruth suggested we used boxes on wheels used in the Larch Centre to hold the ice.  AM to bring over the containers from the Larch Centre to hold ice.  Post meeting note : The Barge is unable to supply as their m/c is not big enough.  Ice to be bought on Saturday . AP to supply  **Yr 11 Leavers Awards party : Friday 30th June 6:30**  James Pooley will meet with the team JL/AP/SR Wed 3rd May  Letter going out this week to parents.  There will be a Hollywood theme to the evening  JL/ AP/ SR – Will set up, but will not be stay for the event , therefore will need volunteers for the rest of the evening (not too much to do apart from clearing up).  NI to contact other Y10 parents to help at this event / learn the ropes for next year.  **Larch Centre Disco : Friday 19th 3:30 -5pm**  Penny gave any update: Event for Reception and Yr 1 students  Ruth will display the poster and email out the website link  Entertainer booked – invoice paid via Penny L  11 helpers confirmed from Primary phase parents.  Tickets on sale - £5 for event plus small snack  Sales going well – 57 sold by 03/05 – this event will make a profit  Ali to buy snacks  **Risk assessment to be carried out?**  **Slice of Summer** – **Saturday 15th July 1 -4pm**  Primary phase Summer fayre to be held in the primary playground area (access through Play Aloud gates).  Planning on going : ideas for stalls / entertainment being gathered  Bouncy castle booked  Licence – to be applied for  Barbeque being considered.  **Tea- Towel fundraiser: Summer term 2017**  Primary phase – to commemorate 60yr of Simon Balle.  Kit has been received.  Set up payment on the website when details are known  Ruth to let Ali know costs etc  **Transition day : July 13th 11am**  Ruth suggested that it would be good to have PSA representation for the Primary phase transition day**.**  PSA reps to be in attendance to serve coffee and to provide information to parents regarding PSA activities / fund raising  (JD / PL / AM)  Alison to advise on arrangements for the Yr 7 and if there is an opportunity here too. | CS  LD  CS  SO  NI  RO  AM/AP  JL/AP/SR  PL  AM  CS/ AM/PL  PL/AM  RO / AM  AS |
| **6.** | **Regular Events**   1. Uniform sales   Struggling with uniform sales at the moment – currently run as part of : parents’ evening but finding it difficult to get volunteers to set up / clear away  AS to look into better way to do this : HOY and KS leaders sort out other aspects of the evening, so potential to include this as well?  Traditionally, we attend Yr 7 transition to sell uniform, however the school is changing the format of this event. The July 12th evening will be parents only – so not ideal for uniform purchases. The students will be at school on July 13th so pick up on this day may be better? AS to advise as need to understand when Stevensons will be on site too.  Primary : Ruth has been collecting uniforms informally from parents, but still not enough to merit a sale. Hold this until next year. | AS  AS |
| **6** | **Website**  Eileen Robinson has sent registration emails to everyone on the PSA distribution list at present – everyone is encouraged to click on the link and create a password to complete registration. Link below again if anone needs it:  https://www.pta-events.co.uk/simonballepsa/index.cfm?event=request-password-reset&passwordResetRequested=true  Website updates :  Need to start using the website to request volunteers for events – Ali to manage this at present, once the marketing team is running we can split the responsibility here.  Ensure that anything placed on FB is also added to website under news. Agree that for each event one person is responsible for updating both sites.  Add updates after event including money raised  The website is now being used for events – so effectively launched. Lucy to ask Jan to update the PSA page on School website to refer to the new website. Thanks Lucy / Jan! | ALL  ALL  LD |
| 7 | **Marketing Group**  Adam gave an update  Discussions continue with Madelaine, School Manager.  Invites for the sub-team kick off meeting have gone out – date to be decided.  Ruth /Wenna / Alex / Simon (no response)/ Sophie  Request that everyone provides availability ASAP so date can be confirmed.  Aims of the workshop : Decide what we want to do and how / who is going to do it. Ensure there is synergy with the school’s own processes and strategy. | ALL  AW |
| 8 | **Finance / Funds Requests**  Since the last meeting PSA have handed over an £8000 contribution to the school for Outdoor Classroom / Trim trail  Jon Whitehead ; Alison and Ruth have expressed their gratitude on behalf of the school.  We will incorporate a visit to these projects as part of the next PSA meeting to see what progress has been made.  **Update on on-going funding requests :**  **Outdoor area (pond / seating / wildlife area):**  Good progress being made**.**  **Trim trail for the Primary Phase children**: In progress  **Other finance matters**:  Minibus – final payment for the minibus is due in Autumn 2018.  Alison to discuss with Jon W re: plans going forward after Q3 18 and will report back.  **Bid Funding :**  Committee members have drafted a Bid Funding form for discussion.  The form will be used by students and staff to request funding through out the year:  Questions / points for discussion   * Is there going to be a cap to funding provided by this process? * Who can apply for funding (Parents??) * When will funding windows be open – beginning of the year only or throughout ? * Do the criteria need to be less subjective to enable bids to be assessed/ approved / rejected?   Alison to take to SLT – and to provide feedback  Form attached to meetings – further comments welcome/  Discuss further at next meeting. | AS  AS  ALL |
| 9 | **AOB**  We have a number of bottles of Pilsner lager in our stock. This does not appear to sell well at events. AS suggested to hold a sale in the staff room – need to let Lucy know how much we have and what we want to sell it for / when. | CS?  LD |
| **10** | **Date of next meeting : Monday 12th June 7pm (site visit of the outdoor area / trim trail) 7:30pm meeting start** |  |