# PSA Simon Balle School

# 27th February 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; Carol Parfitt  In Attendance: Alison Saunders; Jan Philpott ; Lucy Deards  **Apologies**: Angela Phipps; Rebecca Jones |

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| 1 | **Welcome** |  |
| 2 | Farewell to Jan Philpottand welcome to Lucy Deards.  Jan’s role has recently changed meaning she has taken on additional responsibilities and regretfully can no longer provide support to the PSA. Claire thanked Jan for all her help and hard work on behalf of the whole PSA and presented her with a gift and flowers. We will miss you Jan.  Post-meeting update : Jan has sent a lovely email of thanks to everyone involved in the PSA!  As Jan moves on, we are fortunate to have Lucy Deards joining us from the School front office. Claire welcomed Lucy to the team, everyone looks forward to working with Lucy! |  |
| **3** | **Minutes from last meeting**  Accepted as accurate with no further comment. |  |
| 4 | **Events recap**  Frost Fair  Penny has some feedback from the survey she sent out earlier in the year regarding the Frost Fair. We will keep this on file to help organization of future events.  Pamper Evening  Janice will organise a sub-committee meeting to collate feedback from clients and stall holders from this event. Ali to re-send the feedback form.  Poets evening  PSA received a letter of thanks from Mrs Gibbard regarding this successful event. PSA had provided a financial contribution and organised refreshments.  Post –meeting note : Claire has confirmed to Mrs Gibbard that the remaining funding can be put towards the plannexd creation of an anthology of poems. |  |
| 5 | Upcoming Events ***LICENCING : Each person can apply for 5 temporary event (alcohol) licences per year*.**  **Big Band Evening : Friday 3rd March @ 7:45pm Main School Hall**  Licence holder : Sharon  Helpers : CS SJ NI AM JV JD CP to arrive 6:30pm  Tasks :  Fridge. Lucy to arrange for this to be delivered to the main hall (Mr Tweed). Please request that it is turned on to allow it to reach temperture. Lucy to request that the Kitchen is unlocked.  NI to bring float  Sue Pearson – raffle prizes  Items from cupboard : raffle tickets / beer / wine / J2O / coke / lemonade / bottled water / crisps/ Price list ( £2.50 Beer / wine; J2O £1; Coke 60p.) / PSA banner / glasses  AS to confirm on the table dressing – check with Sue Pearson  **Post-Event note:** Big Band was a great success, as usual  The Raffle raised £352; Bar sales were £794 (profit to be calculated and advised at next meeting).  Thanks were passed to Sue Pearson for organizing the raffle prizes; AS has forwarded a note of thanks to all PSA helpers . Well done everyone!  **Manic Ceramics pottery event for Primary:Tuesday 7th March, 3:15pm Larch Centre**  All in hand - not a PSA event and monies have been collected by the school finance.  Ruth is looking into how to get feedback from this, as take up not brilliant.  **Choral Concert: Saturday 11th March, All Saints Church, 7pm: 6pm set up**  Helpers please : CS / Sue Pearson may have some volunteers / CP/ poss AW (TBC)  Will be licensed (Sue Pearson has applied for licence)  – boxes of wine / coke and lemonade / water  Serve drinks before start and during interval  Pre-order option interval – use raffle tickets  Need to transport everything to church – check what time we can get in and who will do this.  Plastic cups  Set up tables at the entrance so that drinks can be set out for interval  **School Play 1 : Thursday 30th March, Main School hall**  7pm. Arrive 6pm  Licence : Sharon  7:40 – 8pm interval : possible pre-order / poss 2 bar areas  8:45pm finish  Helpers : Adam / Jana / Sharon / AS  AS : to confirm set up of the hall – are there going to be chairs set out in the dining area or can we use this to set out two bars?  Serve beer / wine / J2O / coke / lemonade / bottled water / crisps and chocolate as younger children present too/ Price list ( £2.50 Beer / wine; J2O £1; Coke 60p.)  PSA banner  glasses  **School Play 2: Friday 31st March, Main School hall**  7pm. Arrive 6pm  Licence : Nic  Helpers : Jo / Rebecca / NI / CS  Details as above  **Wind and Brass Evening : Saturday 22nd April @ 7pm All Saints : Set up 6:15**  Same format / organisation as Choral Concert (serve before start and at interval)  Licence : Sharon  Helpers : Nicola / Sandra (TBC) / Jo  **Quiz Night: Saturday 6th May @ 7:30pm Main School Hall**  Elaine Woodhead and husband to run the event.  Licence : Ali to apply  Sharon to check tickets / prices and info pack for details of previous quiz organization.  Elaine will organise everything but need volunteer scorer: Claire’s son Charlie has volunteered.  Lucy to arrange projector / big screen and linked up PC  Helpers: Janice / AM  **Agree timings etc at next meeting**  **Yr 11 Leavers Awards party : Friday 30th June**  Planning / Organisation sub committee:  Janice / Sandra / Angela / Claire  Arrange for Mr Pooley to come along to the next meeting to discuss details of this event. | LD  NI  All  AS  RO |
| **6** | **New Website**  The website is now available!  <https://www.pta-events.co.uk/simonballepsa/index.cfm?event=Welcome>  Please register on the website – click on “Register” in the RH corner and follow instructions.  The Marketing team will have some responsibility for updating the web site and maintaining it as a dynamic information source.  However, we need a volunteer from each event we’ve supported to post a brief summary of the event and photos.  The website will be used for event ticketing / payment and Eileen has identified a payment processing system “ Stripe” as an alternative to PayPal. We agreed to progress with setting up this tool and will use it to manage ticket sales for the Quiz Night. |  |
| 7 | **Marketing Group**  Volunteers have come forward : Wenna / Sophie / Alex / RO / Simon  In addition Madelaine Harman, School Business manager will be part of the team.  If anyone else is interested in joining the team please let us know.  AW presented the attached slides detailing his ideas / next steps.  AW will contact the sub-team members to arrange a suitable time for the kick-off workshop and will liaise with MH re : room booking etc:  JL commented that the PSA Constitution needs to be taken into account when stating objectives and forming policy. CS to scan constitution and provide to AW |  |
| 8 | **Finance / Funds Requests**  AS spoke about the large number of activities / events being planned by the school which could lead to funding requests to the PSA. As per discussions at the January meeting, it was agreed that the PSA needs a transparent process for assessing and deciding on who and what is funded each year. This would ensure that all requests are dealt with in a fair manner.  Currently, we have a commitment to fund one of the school minibuses we have also agreed in principle to provide fund towards the outside space project and the proposed Primary Trim track. Need to determine what other funding can be provided and how it is allocated.  Ideas :  Clear criteria which funding requests should meet (how many students does it benefit; how does it support the schools ethos)  Timetable for when bids are accepted / processed throughout the year  Agreed that initially CS / SJ/ NI / AM will discuss criteria and bring it to the next PSA meeting for discussion.  **Update on on-going funding requests :**  **Outdoor area (pond / seating / wildlife area):**  Complete outdoors area using money raised by the Fun run  **Trim trail for the Primary Phase children**: in recognition of the success of the Frost Fair / support provided by primary parents it is suggested that the money raised from the event it allocated to this project.  £8K request in total  CS / SJ/ NI / AM to meet to agree the funding – agreed in principle already.  AS to add bit in Newsletter about PSA funding.  **Science Big Bang Trip** – Letter received from student in yr 10 regarding this competition. Request for funding - £300 out of total of £2K to take 2 teams to this competition.  Meeting agree to funding the full amount requested.  Post- meeting note : CS has confirmed this to Miss Wigmore.  Other matters:  NI has filed the Annual Return for the PSA to the Charity Commission |  |
| 9 | **AOB**  Parents’ evening Raffle and Uniform sales  20th April Yr 7: Carol Parfitt to arrange the raffle ? Please advise Carol if this is ok. Thanks  Claire to ask around on uniform sale. |  |
| **10** | **Date of next meeting : Tues 25th April 7pm** |  |