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# FERN HILL PSA

## MINUTES – 13<sup>TH</sup> JULY 2017

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### **Present**

Lumia Kenyon  
Adam Scott  
Salma Cranefield  
Rachel Lea  
Kavita Williamson  
Camilla Waterman  
Alan Waterman  
Kate Bell  
Antonia Confalone  
Beth Wheatley

Jenny Cheung  
Louise Sullivan  
Caroline McDonald  
Victoria Wilson  
Sue Dean  
Steph Lawn  
Gayna Bretherton  
Rachel Evans  
Richard Kingston  
John Mansolas

### **MINUTES OF MEETING 11<sup>th</sup> MAY**

The minutes of the last meeting were approved.

### **Bounce for Books**

We agreed that going forward we will put single contribution tick box on the sponsorship form so that parents know they can just simply give money without finding sponsorship.

### **To carry over to 2017/18**

**Coffee Mornings** – how can we encourage parents and carers with younger children to attend?

**EYFS/KS1 event** - hot chocolate and story/film.

### **WRAP UP**

### **Finance**

Profit of £22,521 for 2016/17 academic year.

There needs to be a heavy investment made into books - particularly the KS1 library which needs a complete overhaul.

### **Events**

Sports Day café - £261

Summer Fair - £7,372

Beer Band & Curry Night - £835

- There was a free bar but donations were very generous. It will be a paying bar next time and going forward.

Dad's Breakfast - 230 RSVPs

New Parents Welcome Café – no more helpers are needed.

## **GOVERNANCE**

### **Constitution**

A number of amendments were discussed and agreed but as the meeting was not quorate, they could not be ratified. To be carried over to the next meeting.

### **New Structure – Roles & Responsibilities**

We agreed the new roles and division of responsibilities to reduce the workload on the Chair.

### **For 2017/18**

#### **Committee Roles**

Vice Chair - Lou Sullivan

Secretary - Caroline

Treasurer - Sue Dean (TBC)

Events Coordinators - Salma and Rachel Lea

Class Rep Coordinators - Salma and Kavita

Communications Officer - Camilla

#### **Event Owner Roles**

Macmillan Coffee Morning - Salma

PSA Coffee Mornings - Salma

Cauliflower cards - Alison and Kavita

Dads Breakfast - Richard

Fireworks Night - John and Richard

Children in Need - Salma and Kavita

Christmas Fair - Salma to lead

Theatre Trip - Kate

Quiz Night – Kate

Cinema Night - Rachel, Kate and Salma

Bounce for Books - Camilla and Victoria

2nd hand Uniform - Rachel

Sports Day Cafe - Kate

New Parent Events - Caroline

## **CAKE SALES**

£2,890.92 raised and £1,729.72 spent to date

Camilla to survey parents about changing the price from 25p to 50p a cake

The schedule of dates will be available soon, starting with Yr 6 on 15<sup>th</sup> September.

## **AOB**

### **Christmas Theatre Trip**

Alice in Winterland at the Rose Theatre. Possible date of Thursday 4th January. Kate is negotiating a price per ticket with the Theatre.