
FERN HILL PSA

MEETING MINUTES – 11TH OCTOBER 2017

Present

Lumia Kenyon
Salma Cranefield
Caroline MacDonald
Adam Scott
Robert Waiting
Sue Dean
Rachel Cook
Steph Lawn
Beth Wheatley
Kate Bell
Victoria Wilson
Lucy Whigham

Rose Donald
Christopher Berdahl
John Mansolas
Richard Kingston
Lou Sullivan
Rachel Lea
Lara Myers
Noa Kovner
Jenny Cheung
Monika Toth
Tinu Fakoya

Apologies

Kavita Williamson

MINUTES OF MEETING 13TH JULY 2017

The minutes of the last meeting were approved.

To carry over to next meeting

EYFS/KS1 event – hot chocolate & story/film event to be done in the Spring term. Perhaps with an Easter theme. To be discussed further at next meeting.

COMMITTEE MEMBERS

Roles of Chair and Treasurer are still open. Lu and Aarthi will remain in position until we find someone else but we need volunteers to come forward to take on these roles!

End of Year Parents Party also needs an event owner.

Class reps – we have a full quota and the Class Reps meeting was well attended.

CONSTITUTION – CHANGES FOR RATIFICATION

The following changes need to be made to the PSA's constitution:

- Extra roles (Event Coordinators and Comms Officer) to be added as a requirement for running the PSA.
- Previous constitution required PSA roles to be offered to all parents but due to lack of offers the wording has been changed to 'Officers elected from among committee members at AGM or other committee meeting'.
- A clear job description is given for each formal PSA role.
- The previous requirement for a quorate was 10% of all families on school roll (ie 44 people) which was impractical and this has been changed to 5%.
- The financial year will now run from 1st Sept to 31st Aug to follow the school year.

- A previous clause stated that a percentage of funds raised by the PSA was to be given to the school but there was no note about what was to be done with the remaining money so the new clause states that 'all funds' will be given to the school but some money (usually £5,000) will be kept in the PSA account for unallocated projects.

These changes were accepted by the members with a quorate present. The constitution is on the school website.

REVIEW OF AUTUMN TERM EVENTS

Second-hand Uniform Sale – £68. Lower turn-out than usual. Sale to be moved back by one week next Autumn so Reception children are in school full time.

Macmillan - over £1,000 (excl teachers' collection). Colouring paper and pens appreciated by parents with young children.

Cauliflower cards – packs out w/c 9th Oct, deadline Fri 3rd Nov.

Dads' Breakfast – 250 people expected (catered for 260 people).

Fireworks Night, Thurs 2nd Nov - 600 tickets for sale (sales to be staggered over 3 days). Richard needs to know staff numbers by Monday. Mischa to be asked if he can provide music over PA system.

Children in Need, Fri 17th Nov – theme this year to be confirmed.

Christmas Fair, Fri 8th Dec – Tombola collection mufti day, Fri 1st Dec. Gibson Lane will not be providing boards or a hamper. Salma and Sue to discuss potential change in sponsor (possibly Churchods in association with TKA) but it is too late to implement this for the Christmas Fair.

EVENTS IN 2018

Christmas Theatre Trip, Fri 5th Jan – oversubscribed. A further allocation of tickets at £15 per ticket to be offered to parents who didn't get the original offer. As we are unlikely to get the same rate next year, Lu raised the possibility of the PSA subsidising theatre tickets next year.

Quiz Night, Fri 26th Jan

Cinema Night (KS2), Fri 9th Jan

Bounce for Books, Fri 2nd Mar

Second-hand Uniform Sale, Fri 23rd Mar

Coffee Morning, tbc

FUNDRAISING

Community & matched funding

- The Waitrose token fundraising scheme raised £318.
- Sue has also put in an application for a WHS community fundraising scheme.
- Sue has entered Fern Hill for an AVIVA community fund. We need to get 1,000 votes to raise £1,000 (each person can make 10 votes so 100 people need to register and vote). Registration can be done in advance on www.avivacommunityfund.co.uk. Only your name and email address are required. You can delete your profile at any time (ideally once the votes are in!). Voting opens at 9am on Tuesday 2nd October. A message will go out to parents via Parentmail and Salma will email the Class Reps.

Easyfundraising – Camilla to send out a campaign message. We have 90 people signed up and have raised £1,500 so far.

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SPEND

School's wishlist – to focus on improving the outdoor areas which are looking tired and possibly a glassed atrium for the courtyard (though this will be costly).

Bounce 4 Books fund – This has funded two libraries, a new library system and a part-time librarian. Children need access to high-quality texts which this money will buy.

AOB

Mr Scott to reiterate the importance of the Voluntary Contribution, particularly to new parents. Information to go out via Parent Council.

DATE OF NEXT MEETING

Wednesday at 22nd November at 7.30pm