
FERN HILL PSA

MEETING MINUTES – 22ND NOVEMBER 2017

Present

Lumia Kenyon
Salma Cranefield
Caroline McDonald
Monika Toth
Rachel Lea
Jenny Cheung
Anna Davies
Steph Lawn
Beth Wheatley
Richard Kingston
Sue Dean

Lou Sullivan
Kavita Williamson
Rose Donald
John Mansolas
Kate Bell
Victoria Wilson
Rachel Cook
Steph Lawn
Beth Wheatley
Kate Bell

Apologies

Tinu Fakoya
Lara Myers
Camilla Waterman
Rachel Cook
Rachel Savine

MINUTES OF MEETING ON 11TH OCTOBER 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 Kenyon and Aarthi Sridhar will remain in position until we find someone else but we need volunteers to come forward to take on these roles! Lu will step down at the end the school year.

End of Year Parents Party still needs an event owner.

Class reps – In future reps should not be drawn from the staff community if possible. This will be added to the job description for class reps.

Event owners – The same PSA members take charge of events each year and we need new event owners. Event owners should send an email after the event to thank all the helpers.

REVIEW OF AUTUMN TERM EVENTS

Cauliflower cards – 117 children submitted entries. Approx £212 profit. Last year 129 entries made £254 profit. This figure varies from year to year. It's a huge amount of work for not much profit. Lu queried whether it was worth continuing to do these. They could be done every other year or focus on other items such as calendars or tea towels instead.

Dad's Breakfast – A very successful event. Around 250 people attended. Approx £220 profit. Rose Donald queried why PSA don't do a Mum's Breakfast and suggested tie-in with Mother's Day and staffed (as much as possible!) by dads. Rose to organise the event and Richard Kingston volunteered to organise a team of dads. Suggested event date Friday 9th March (just before Mother's Day on Sunday 11th March).

Fireworks Night, Thurs 2nd Nov - Very successful event. Approx £1,600 profit (£200 less than last year but fewer tickets this year!). Hot dogs and mulled wine very popular. Music created a great ambiance. The earlier start time of 5.30pm worked well. No complaints from the school's neighbour. Victoria Wilson requested that it is advertised next year that under 3s are free. Beth Wheatley asked if staff marshalls needed to be there as early as they were but Lu explained that it avoided last-minute problems. Next year's event to be held on Thursday 8th November (Thursday 1st November immediately follows Halloween).

Children in Need – Raised approx £976 in donations and cake sales. Unfortunately can't give split because money was amalgamated. No wristbands for sale this year which were very popular last year. It was suggested we could revisit the very successful 'Champions of Change' year-group fundraiser for next year's event.

Christmas Fair, Fri 8th Dec

- Tombola collection mufti day, Fri 1st Dec.
- Xmas tree sales competition: Latchmere is also doing a sale but only for 3 hours on one day. Pines & Needles have set up a stall in the Hawker Centre car park which will run every day from 24th Nov to 24th Dec. As Gibson Lane are not providing boards to advertise Fern Hill's Xmas trees this will impact on sales. A xmas tree flyer bag drop has been done to the whole school and Salma handed out leaflets to PSA members to distribute. The xmas tree in reception needs more decorations – it was suggested that children could make decorations in class.
- Staff hamper is being organised. Raffle tickets will be on sale from Thurs 30th Nov. Extra books are available from the office. Raffle tickets/stubs must be returned to the PSA post box and not the office.
- There will be games at the Fair this year but no bouncy castle as it was too noisy.

EVENTS IN 2018

Christmas Theatre Trip, Fri 5th Jan (Kate Bell) – Kate has 358 seats to allocate.

Quiz Night, Fri 26th Jan (Kate Bell) – Lu to send Kate the ticket template. Fish & Chip van already booked. It was agreed to limit the number of ticket sales sessions at school and invite parents to email the PSA for tickets to be set aside.

Cinema Night (KS2), Fri 9th Jan (Rachel Lea, Salma Cranefield)

Bounce for Books, Fri 2nd Mar (Camilla Waterman, Victoria Wilson) – preparations going well.

Second-hand Uniform Sale, Fri 23rd Mar

Coffee Morning, tbc – it was agreed the coffee morning will be replaced by the Mum's Breakfast.

OTHER FUNDRAISING

Easyfundraising – With the addition of 10 supporters we now have 100 people signed up! Easyfundraising could be promoted at the Welcome tea & coffee for new Nursery and Reception parents at the end of the year. However, it is not the easiest system to use and Lu suggested it might not be worth continuing to push this and focusing our fundraising efforts elsewhere.

Event-specific sponsorship

- Salma noted that Gibson Lane would be withdrawing their long-standing sponsorship arrangement with the school after the 2017 Christmas Fair and that a new sponsor for this and any other events would need to be sought.

Sue Dean agreed to lead on sponsorship going forward, but noted that this would be in her capacity as a parent at the school, not as a Governor (on the basis that negotiating sponsorship arrangements does not fall within the remit of the Governing Body). Sue confirmed that the school has now put in place a Sponsorship Policy and that, while the PSA are not bound by the terms of that policy, she thought it appropriate to ensure that any future sponsorship arrangements were in line with it. Anna Davies offered to support Sue in this regard.

- Tinu Fakoya has been approached by a local business interested in sponsoring specific events.

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- Anna Davies suggested that we could produce a flyer to go on the fridge listing key school dates and featuring local advertising. This has raised a lot of money for her child's school.
- Belvoir are interested in sponsoring the Summer Fair. Jenny Cheung has a contact at Churcholds.

Community & matched funding

- The Waitrose token fundraising scheme raised £318. Still awaiting cheque. Sue Dean to chase Waitrose. Tesco do a similar scheme but we don't have a supermarket locally.
- The AVIVA community fundraising scheme raised £1,000 for Fern Hill. Sue requires the PSA's bank statements to complete the process of due diligence.
- Sue is looking at the Co-Op, Sainsburys Charity of the Year (April) and local giving (match funding schemes). If anyone hears of other community fundraising schemes please let Sue Dean know.

SPEND

School's wishlist

- Renovation of playground areas bordering on TKA to be postponed as the border wall won't be built until TKA has done other work.
- School have asked for fundraising to focus on new books and furniture for the libraries.
- Sue Dean suggested floodlights on the astroturf.
- Rose Donald suggested improvements to the entrance to the school, widening the space and perhaps having a separate 'lane' for people walking in bikes, scooters etc. TKA own the paved area so it would be necessary to discuss with them. Mr Scott to find out if TKA have plans for this area. The grassed area in front of the school is owned by Transport for London.
- Sue Dean stressed the importance of having substantial items on the wishlist when making sponsorship bids.

Bounce 4 Books fund

Christmas presents for EYFS/KS1 and cake sale trolley – PSA funds earmarked for these. The trolley has been ordered.

CAKE SALES

- Years 6, 5 and 4 have so far raised £680.
- Class reps to canvas opinion about selling cakes to TKA children. Camilla Waterman to do a survey monkey on cake sale prices. The final decision will sit with Mr Scott.

AOB

- The school has received a proposal from a parent to build a hedge outside the railings on the grassed area in front of the school to cut down pollution. This has become part of a bigger School Council project to improve the environment for the school's benefit.
- The staff members proposed a new system of releasing children's coats after the KS2 Christmas concert to relieve staff of responsibility for coats so they can concentrate on returning children safely to their parents. They propose that coats are bagged by class as usual but that it should be the responsibility of parents to retrieve their child's coat. Decision still to be made.

DATE OF NEXT MEETING

Wednesday at 17th January at 7.30pm

Further meeting dates: Wednesday 14th March, Wednesday 16th May, Wednesday 11th July