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# FERN HILL PSA

## MEETING MINUTES – 17<sup>TH</sup> JANUARY 2018

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### **Present**

Lumia Kenyon  
Adam Scott  
Salma Cranefield  
Caroline McDonald  
Richard Kingston  
Sasha Borkin  
Tinu Fakoya  
Camilla Waterman  
Lucy Whigham  
Victoria Wilson  
Beth Wheatley  
Steph Lawn  
Jenny Cheung

Louise Sullivan  
Sue Dean  
Kavita Williamson  
Monika Toth  
Rose Donald  
Kate Bell

### **Apologies**

Rachel Lea  
Lara Myers  
Panchali Karu

### **MINUTES OF MEETING ON 22<sup>ND</sup> NOVEMBER 2017**

The minutes of the last meeting were approved.

The hedge project is ongoing but slower because the school council is taking it on.

The new system of releasing children's coats after the KS2 Christmas concert made a big difference for teachers. Parent Council to seek views of parents about KS2 Christmas concert.

### **COMMITTEE MEMBERS**

**Roles to fill – Chair, Treasurer, End of Year Parents Party event owner** are still open. We need volunteers to come forward to take on these roles! Lu Kenyon will step down at the end of the school year. Victoria Wilson considering taking on End of Year Parents Party on Friday 6<sup>th</sup> July.

**Planning for 2018/19** Lu Kenyon asked for testimonials from current PSA members about what they have got out of being on the PSA to encourage others to take on PSA roles. Lu Kenyon to email PSA email list. Camilla Waterman offered to collate testimonials. A notice to go out to the school after February half term about vacant positions and including testimonials. Key PSA Committee members must be in place by July.

**Class Reps** – next meeting Friday 19<sup>th</sup> January.

### **REVIEW OF AUTUMN TERM EVENTS**

**Fireworks Night** - £1,598 profit (despite lower numbers). Many thanks to Richard Kingston and John Mansolas for organising it!

### **Christmas Fair and Christmas tree sale**

- £3,660 profit excl tree sales. Xmas Fair 2016 made similar profit but figure included tree sales and boards (£600). This year's raffle made nearly £2,000!
- Big thanks for Salma Cranefield for organising the fair. Thanks also to Alan Waterman for his help counting, banking and reporting on the takings.
- Feedback on fair: Face painters not prominent enough; more ticket boxes needed for kids' tombola (it was a very busy stall with long queues; could send those with winning tickets to a separate location to claim prize – test this at Summer Fair); sweet stall very popular; layout of craft stall and big hall worked really well.

- Tree sales proceeds tbc but likely to be down on last year as we had no boards, competition from Pines & Needles at the Hawker Centre and profits are shared with TKA this year. Need to stress to TKA that they advertise tree sale too next year.

## **EVENTS IN 2018**

**Christmas Theatre Trip (Kate Bell)** – Huge thanks to Kate Bell as it was a lot of work! It went really well and the children loved the play.

**Quiz Night, Fri 26<sup>th</sup> Jan (Kate Bell)** – Tickets sales have been good (around 80 tickets sold).

**Cinema Night (KS2), Fri 9<sup>th</sup> Jan (Rachel Lea, Salma Cranefield, Kate Bell)** – The film will be ‘The Diary of a Wimpy Kid’ (the latest version). Children to come through main entrance this year to avoid getting floor too wet if raining. Beth Wheatley and Steph Lawn to be on the door. Kate Bell to shadow Rachel Lea with possible view to taking over the event next year. Tickets will be on sale on the Monday, Tuesday and Wednesday only of ticket sales week and an email to go out the previous Friday. Children to be told in assembly not to bring phones – any phones that are seen will be confiscated.

**Bounce for Books, Fri 2<sup>nd</sup> Mar (Camilla Waterman, Victoria Wilson)** – Bouncy castles booked. Victoria Wilson shadowing Camilla Waterman. An email asking for volunteer helpers to go out to all those who helped last year. Last year’s system of children removing shoes in classroom and walking to the hall in socks to be repeated this year. Sponsorship forms to go out in book bags before half term. Camilla Waterman to liaise with Lisa Hawkins, the school’s Communication Officer.

**Mum’s Breakfast, Fri 9<sup>th</sup> Mar (Rose Donald, Richard Kingston)** – Large hall booked. Organisers to consider the communication that goes out to parents: are siblings allowed to come and if so all or only non-mobile babies? Buggies will need to be left outside the hall. Risk assessment may be needed if toddlers are attending. Set-up at 7am and 8.45am finish. Quick clear-up required before assembly. Hall seats 250 max. Two flyers to go out: one to encourage dads to volunteer and one to invite mums to the event.

**Second-hand Uniform Sale, Fri 23<sup>rd</sup> Mar (Rachel Lea)**

**EYFS/KS1 event (Easter theme)** – Event for Nursery & Reception only due to numbers. Beth Wheatley to come up with ideas (hot chocolate and cookies? Mr Morrow as Easter bunny?) Rose Donald to speak to Alligator’s Mouth in Richmond about possibility of a book reading at the event/sponsorship? Provisional date of Friday 23<sup>rd</sup> March at 3.30pm (approx. duration one hour) but need to check which clubs are running that day.

**Summer Fair, Sat 16<sup>th</sup> June (Salma Cranefield)** – We need someone to shadow Salma Cranefield and to take over the running of this fair (and Christmas Fair) next year as Salma Cranefield will not be doing this. This year’s theme is Hawaii Beach. Sue Dean raised the Governors’ concern about the timing of the Summer Fair and the fact that it has clashed with Eid in the past. There is no clash this year but it was agreed that going forward we should be mindful of religious festivals when scheduling PSA events. In future years there is likely to be a clash with Ramadan but it may be difficult to reschedule because of the length of Ramadan (4 weeks).

**Fireworks Night** – Wednesday 7<sup>th</sup> November if possible, otherwise Thursday 8<sup>th</sup> November.

## **OTHER FUNDRAISING**

**Event-specific sponsorship** – Sue Dean and Jenny Cheung have a meeting next week with Chuchods and another estate agent with a view to replacing Gibson Lane as the sponsor for school events.

### **Community & matched funding**

- The cheque for £318 from the Waitrose fundraising scheme has cleared.
- AVIVA has confirmed that Fern Hill will receive £1,000 from its community fundraising scheme.
- If anyone hears of other community fundraising schemes please let Sue Dean know. Sue Dean to work with Camilla Waterman to communicate this message to parents.
- Sue Dean has researched the Local Giving scheme – it costs £96 to register on the website and this then gives us access to match funding.
- If anyone knows of a parent who works at HSBC or Lloyds and can set up corporate match-funding for Fern Hill, please let Sue Dean know. Jenny Cheung has Barclays contacts.

### **To carry over to next meeting**

Easy Fundraising – 100 supporters; ‘summer holiday’ campaign

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### **SPEND**

#### **School's wishlist**

- School have costed a glass atrium over the courtyard to house a technology learning zone. A curved glass canopy alone would cost £50,000. A glass canopy with sides would cost £200,000. They may need to rethink what this space could be used for if it had a simpler conservatory-style covering.
- Playground renovation wish-list: School would like a multi-gym (with rowing machine, horse-rider etc. plus suitable flooring) in the KS2 playground near the TKA wall which children can use as an exercise place. Ten items have been costed at £1,500 each including installation. But delays with TKA's construction work mean we can't put in permanent fencing yet. The school would also like new playground marking for the KS1 and KS2 playgrounds (costed at approx £2,000) and fixed goal posts for multi-sport uses (costed at approx £3,000).
- Library wish-list: School would like key stage reading books, KS2 library books, 100-book challenge for KS1 and KS2 (£2,000) and core texts in English (sets of books in class room) for both KS1 and KS2 (£4,000). Bounce 4 Books fund from 2017 and 2018 to go towards this, as well as the AVIVA money and money already raised this year by the PSA (totalling approx £7,500).

### **CAKE SALES**

Sales so far have raised £1,286. The Reception sale raised £285!

Lucy Whigham suggested we encourage people to include cakes suitable for those with allergies at cake sales. She offered to take the lead on this.

#### **To carry over to next meeting**

- Class Rep feedback on TKA sales
- Survey on prices

### **AOB**

Year 6 Leaver hoodies/year book – Tinu Fakoya has assigned two people to deal with this. A bag with hoodies from last year from Vicky Gwilliam was handed over to Tinu Fakoya. Rachel Lea is dealing with the year book.

#### **To carry over to next meeting**

Cashless payments

### **DATE OF NEXT MEETING**

Wednesday at 14<sup>th</sup> March at 7.30pm

**Further meeting dates:** Wednesday 16<sup>th</sup> May, Wednesday 11<sup>th</sup> July