
FERN HILL PSA

MEETING MINUTES – 14TH MARCH 2018

Present

Lumia Kenyon
Adam Scott
Salma Cranefield
Caroline McDonald
Richard Kingston
Sasha Borkin
Camilla Waterman
Victoria Wilson
Beth Wheatley
Steph Lawn
Jenny Cheung
Sue Dean
Monika Toth

Rachel Lea
Tinu Fakoya
Lara Myers
Rose Donald
Kate Bell
Kim Elliott
Lenka Cato

Apologies

Lucy Whigham
Louise Sullivan
Kavita Williamson
Panchali Karu

MINUTES OF MEETING ON 17th January 2018

The minutes of the last meeting were approved.

- **Planning for new PSA for 18/19** – PSA newsletter to include mention and another notice to go out after Easter holidays. These should make clear what the PSA has achieved and what won't happen if we can't fill key roles, also that it is possible to share roles. Sasha suggested Whats App is a more effective way for PSA to communicate with parents via class reps. Some classes already use it. Sasha to look into using social media for PSA communications. Lu Kenyon suggested using 'Class List'.
- **AVIVA community fundraising** – we have received the £1,000. An Impact Assessment needs to be filled in and sent off with receipts for purchase of books. Bursar to provide the receipts.
- **Corporate match funding** – Sue Dean contacted a Fern Hill dad who works for Barclays. Employees must be involved in the fundraising. Sue Dean has asked if he'd be willing to help at the Summer Fair and is awaiting a response. Other possibilities with contacts working at Linklaters and Mastercard.
- **Cakes for children with allergies** – Lucy Whigham offered to get involved in promoting these at cake sales. Salma Cranefield to check with her at Class Reps meeting.
- **Year 6 Leaver hoodies/year book** – Inma Pedregosa will deal with hoodies and Tinu Fakoya with year book.

COMMITTEE MEMBERS

Code of Conduct & Complaints Procedure – The Governors have asked if we should have these. Aarthi Sridhar has found a Code of Conduct for another school and it was agreed that we can use this as a template and it will be uploaded to the PSA pages on the website. On these pages there is currently information on how to contact the PSA – 'Getting in Touch'. It was agreed that instead of putting a lengthy complaints procedure document on the website a paragraph would be added to the Code of Conduct. Sue Dean offered to produce the Code of Conduct and the Complaints Procedure paragraph.

Charity Trustees – A minimum of 3 trustees is required for the PSA. The Head Teacher is one, the Treasurer will be another and Tinu Fakoya volunteered to be an 'Independent Trustee' as her children will have left the school by September. The currently registered trustees will be changed when the Annual Return is submitted.

Roles to fill – Chair and Treasurer 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. Lenka Cato volunteered for event owner for End of Year Parents Party.

Shadowing: Sports Day café, Summer Fair Someone is needed to shadow these events so they can take ownership next year.

Class Reps – next meeting Monday 19th March.

REVIEW OF EVENTS

Christmas tree sale – £550 donated to school from proceeds by Niki Cochrane.

Quiz Night, Fri 26th Jan (Kate Bell) – A very successful evening with a record 110 tickets sold and £217 profit after £110 prize money fund was awarded to the winning team. It was agreed that the price could increase to £10 per ticket next year.

Cinema Night (KS2), Fri 9th Jan (Rachel Lea, Salma Cranefield, Kate Bell) – Another successful event with a record 180 tickets sold. £368 profit. Tickets currently sell for £2.50 and we could charge slightly more next year (£3.50-£4 TBC).

Bounce for Books, Fri 2nd Mar (Camilla Waterman, Victoria Wilson) – £3,244 and money still coming in! An increase of £100 on last year's figures despite children's attendance being down 10% due to the weather. It was raised that the PSA postbox was not prominent enough – Mr Scott advised that this is being replaced!

Mother's Day Breakfast, Fri 9th Mar (Rose Donald, Richard Kingston) – Very successful with 241 attendees. It was agreed that this should become an annual event. There were 260 bookings and 241 attendees - £6 loss after costs deducted from donations. Plenty of dads volunteered to help.

EVENTS FOR THE REMAINDER OF THE YEAR

EYFS Easter event, Mon 19th Mar (Beth Wheatley, Victoria Wilson, Rose Donald, Kate Bell, Lucy Whigham) – Just over 100 parents have replied. Baskets to be put out for donations.

Second-hand Uniform Sale, Fri 23rd Mar (Rachel Lea, Salma Cranefield, Caroline McDonald, Rose Donald)

Coffee morning, Fri 4th May (Salma Cranefield)

Sports Day café, Fri 25th May (Kate Bell)

Summer Fair, Sat 16th June (Salma Cranefield) – Preparations progressing well. Beach theme with surf simulator, ride-on donkeys etc.

- **Tombola collection (mufti day), Fri 8th June**
- **Entrance flyer** with advertising and 2019/20 calendar (idea came from Mrs Davies). Isaac Bell (Kate's husband) can do the design. Kate Bell, Rose Donald and Victoria Wilson volunteered to produce the flyer.

New Parents' Welcome, Thurs 21st June (Caroline McDonald) Can use leftover soft drinks, wine and beer from Summer Fair. Salma Cranefield and Camilla Waterman offered to help.

Parents End of Year Social, Fri 6th July (Lenka Cato) – Considering a disco.

Dad's Breakfast, Fri 13th July (Richard Kingston, Rose Donald)

Fireworks Night, Wednesday 7th Nov (John Mansolas, Richard Kingston)

OTHER FUNDRAISING

Sponsorship for school fairs (Jenny Cheung) – Jenny approached four local estate agents. The best offer was from Curchods but the PSA aren't happy with all aspects of their offer. Jenny to send summary to Lu and Salma and decide how to proceed.

Easyfundraising – Currently has 100 supporters. Camilla Waterman to do a 'summer holiday' campaign, listing all the travel agents, airlines etc who use it.

SPEND

School's wishlist

- **Playground multi-gym:** This should be installed by the beginning of the Summer Term. Cost £21,000.
- **Library and books:** Lots of money has been spent on core texts, '100 book reading challenge' book titles and KS1/KS2 reading scheme books. The library will be officially opened at Parents Evening. There is a librarian (in school three afternoons a week) and the children will have fortnightly sessions in the library, with a library club and story-telling sessions.

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CAKE SALES

- Sales so far have raised £1,738. The Reception sale has been moved to Fri 18th May.
- Class reps felt that prices should be raised to 50p per cake from the Autumn Term. Class reps to send out a Survey Monkey poll to classes to canvas parents' opinion in the first week of term. Camilla to work on a wording for the email.

To carry over to next meeting

Cashless payments – Lara Myers offered to look into the possibility of using card machines for selling raffle tickets etc.

DATE OF NEXT MEETING

Wednesday at 16th May at 7.30pm

Further meeting dates: Wednesday 11th July