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# FERN HILL PSA

## MEETING MINUTES – 16<sup>TH</sup> MAY 2018

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### **Present**

Lumia Kenyon  
Adam Scott  
Salma Cranefield  
Caroline McDonald  
Kavita Williamson  
Camilla Waterman  
Victoria Wilson  
Steph Lawn  
Jenny Cheung  
Sue Dean  
Tinu Fakoya  
Lara Myers  
Rose Donald

Kate Bell  
Kim Elliott  
Lenka Cato  
Juliet Coombe  
John Roscoe

### **Apologies**

Sasha Borkin  
Beth Wheatley  
Lucy Whigham  
Louise Sullivan  
Rachel Lea  
Panchali Karu

### **MINUTES OF MEETING ON 14<sup>th</sup> March 2018**

The minutes of the last meeting were approved.

- **PSA newsletter** – This should go out in the next week and will include mention of new PSA for 18/19 and roles to be filled.
- **PSA communication via social media** – Sasha is looking into using What's App/social media as a more effective way for the PSA to communicate with parents. Lu mentioned PTA Events – a free event management and communication social media platform used by schools which requires a Paypal account for tickets bookings (see Cashless payments below).
- **Cashless payments** – Lara Myers has offered to look into the possibility of using card machines for selling raffle tickets etc. Lara to report back at the next meeting.
- **Corporate match funding** – Sue Dean to chase response from parent at Linklaters about possibility of match funding.
- **Cakes for children with allergies** – Lucy Whigham offered to get involved in promoting these at cake sales. She would like to understand which classes have children with allergies and set up a committee to facilitate the sale of appropriate cakes. She will provide wording which Salma Cranefield will forward to Class Reps.

### **COMMITTEE**

**Code of Conduct** – Sue Dean has kindly produced this document which was shown to the PSA Committee. Subject to a small amendment (wording about excluding members from meeting to be deleted) the Committee approved the Code. Lu will put it on the website along with the accompanying wording Sue has provided.

**Roles to fill** – Treasurer still needs to be filled. The commitment varies from a couple of hours a week to a couple of hours a month depending on events. The role could be divided up if necessary.

#### **Shadowing:**

**Summer Fair** Rose Donald agreed to get a team together to shadow Salma on Friday 15<sup>th</sup> June and Saturday 16<sup>th</sup> June with the preparations before the fair.

**Dad's Breakfast** Rose is already shadowing this; Kate and others know the ropes.

**Fireworks Night** Juliet Coombe agreed to shadow Richard Kingston and John Mansolas.

**Class Reps** – next meeting 9am, Monday 21<sup>st</sup> May at the Queen's Head.

**HEALTHY HEDGES** – John Roscoe

John introduced himself and thanked the PSA for all the work they do. He explained that he and Mrs Stephenson have been working together on a project to plant a hedge in front of the school to give the children privacy in the playground and reduce pollution from traffic on Richmond Road. They would like to buy a ready-made evergreen hedge (at a height of around 6ft) which will cost around £6,000 (excluding the costs of any equipment needed to dig holes and maintain it). John to advise if the cost includes VAT. Permission has been granted and John has several ideas for fundraising, including a family sponsored walk along the river, crowd funding and a sponsored banner on the fence until the hedge is planted) and would like to reach out to parents via the Class Reps for support. This fundraising would be independent of the PSA.

Other fundraising ideas suggested by the PSA:

- Juliet Coombe suggested crowd funding and has a contact.
- Steph Lawn suggested (and Adam Scott agreed) that half of the money raised in next week's sponsored run which goes to the school could be put towards this project.
- Design a Healthy Hedges poster competition to engage the children.
- Hedge dress-up day (£1 donations per child)
- Aviva community fundraising scheme
- Contacting local gardening groups/businesses who may be able to lend equipment (eg Kingston Horticultural Society, Blooming Marvellous)

If anyone wants to get involved or has ideas to contribute please email John Roscoe on [roscoe\\_john@hotmail.com](mailto:roscoe_john@hotmail.com). Mrs Stephenson is the contact at School.

#### **Y5/Y6 STATIONERY PACKS – Steph Lawn**

The school currently spends about £2-3,000 on stationery for Years 5 and 6. Steph suggested producing a list of what the pupils need at the start of the school year and encouraging parents to buy in July for the next school year. She suggested producing standard pencil cases containing stationery which parents can opt to buy for £8 each. Volunteers from the PSA will be needed to put these together on Friday 13<sup>th</sup> July (class changeover day).

#### **ACTIVE WEEK SPONSORED RUN – Steph Lawn**

This is happening next Wednesday from 9.15am and will run all day (except lunchtime). Parent helpers are required to help out. A letter will go out tomorrow asking for volunteers.

#### **REVIEW OF EVENTS**

**EYFS Easter Event** – A very successful event. £104 raised in donations after costs.

**2<sup>nd</sup> Hand Uniform Sale** – £157 profit

**Coffee Morning** – £12 in donations after costs. This is not intended to be a money-earning event.

#### **EVENTS FOR THE REMAINDER OF THE YEAR**

**Sports Day café, Fri 25<sup>th</sup> May (Kate Bell)** Due to a change in the ownership of Dinton Fields, the PSA are no longer allowed to sell food and drink at Sports Day. The PSA will provide water to give to the children. There will be a couple of buckets for donations when parents leave. Next year, the School may look at a different venue for Sports Day (YMCA Hawker Centre or Ball Meadow, Grey Court School).

**Summer Fair, Sat 16<sup>th</sup> June (Salma Cranefield)** – Raffle tickets will go home in book bags before half term and will be on sale after half term.

- **Tombola collection (mufti day), Fri 8<sup>th</sup> June** – As well as tombola items, parents will be asked to donate 2<sup>nd</sup> hand uniform, books, food for the International Food Stall and cakes for the café.
- **Entrance flyer with advertising** – Only two more advertising slots to be sold. Flyer will make around £2,000 if all are sold. If unsold, one slot could be used to advertise Healthy Hedges. Kate shared a first draft of the flyer design. Many thanks to the team who are working on this!
- **Churchods sponsorship** – Churchods are providing boards for all those who sign up, a banner and a raffle prize. The PSA target is 100 boards. Salma will stand at the gates next week with forms encouraging parents to sign up if they haven't already.
- **Prices** – the prices will be raised this year.

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- **Teachers' stalls** – Pick & Mix, Hook a Duck, Entrance
- **Governors' stalls** – Lucky Dip, Coconut Shie. Sue Dean pointed out that recruiting 6 governors out of the 9 governors available might be tricky.

**New Parents' Welcome, Thurs 21 June (Caroline McDonald, Salma Cranfield, Camilla Waterman)** – Alan Waterman plans to attend the event in his role as Parent Governor to mingle with new parents. It was asked if 2<sup>nd</sup> hand uniform could be sold at the event; Lu explained that it had been in the past but there weren't many sales and 2<sup>nd</sup> hand uniform is sold at the New Parents' Welcome Café. A mention should be made of this 2<sup>nd</sup> Hand Uniform Sale and the Summer Fair in the Welcome Pack for new parents.

**Parents End of Year Social, Fri 6<sup>th</sup> July (Lenka Cato, Kim Elliot)** – A DJ has been hired and Peppe's will provide pizza and a selection of finger foods and there will be gelato too. A parent will be offering a wine tasting challenge. Tickets will sell for £12 which include dinner and the first drink. The hall takes a maximum of 150 people. Tickets will be on sale at the Summer Fair at the café and bar and will be sold with raffle tickets.

**Dad's Breakfast, Fri 13<sup>th</sup> July (Richard Kingston, Rose Donald)** – We are looking for someone to shadow.

**Fireworks Night, Wednesday 7<sup>th</sup> Nov (John Mansolas, Richard Kingston)** – Juliet Coombe will shadow this event.

### **OTHER FUNDRAISING**

**Easyfundraising** – Currently has 103 supporters. Camilla Waterman to do a 'summer holiday' campaign.

**Sainsburys Charity of the Year application** – Sue to submit applications to the two stores in our area this week. Each store will shortlist three and then the public vote. If we are successful voting will be on 11<sup>th</sup> June.

### **SPEND**

**Fundraising summary** – We have £8,500 to spend (excluding Bounce for Books money) and hope to make another £10,000 by the end of term. The new playground equipment cost £21,000.

We need to identify a fundraising project for next year. Suggestions included:

- A vehicle for transporting children to sports events but TKA are currently fundraising for a bus and we may be able to share use. A minibus would cost £20K-30K and there would be maintenance and insurance costs.
- More bike racks as we are currently at capacity as TKA children use our racks but this problem will be alleviated when they build their own.
- Sun sails for the playground to provide shelter for outdoor play. Approx cost £20K. Sue will use this in her Sainsburys Charity of the Year application.

### **CAKE SALES**

- Sales so far have raised £2,384.
- The cake sale trolley has arrived!
- Camilla has set up and tested the parent survey on a price rise and it is ready to go out. The link will be sent out via Parent Pay.

### **DATE OF NEXT MEETING**

Wednesday 11<sup>th</sup> July at 7.30pm