
FERN HILL PSA

MEETING MINUTES – 3RD OCTOBER 2018

Present

Lumia Kenyon
Rose Donald
Adam Scott
Kate Bell
Caroline McDonald
Cat McGrann
Camilla Waterman
Kat Denbury
Steph Lawn
Alan Waterman
Susan Dean
Victoria Wilson
Monika Toth
Margaret Stonehouse
Rebecca O'Reilly

Charlotte Stratton
Jenny Cheung
Kris Knybe
Richard Kingston
John Mansolas
Ingrid Calviello
Kim Elliott
Noa Steinberg Kovner
Julia Dankl

Apologies

Kavita Williamson
Sasha Borkin
Lenka Cato

1. AGM

MINUTES OF MEETING ON 16th May 2018

The minutes of the last meeting were approved.

- **Stationery Packs** – This initiative has been a big success (take-up by around 80% of classes) and will be continued every year for Years 5 & 6.
- **Sainsburys Charity of the Year** – Our application was unsuccessful because they don't award to schools.

FINANCIAL SUMMARY OF 2017-2018

The 2017/18 Fundraising Summary and 2018 Summer Fair financial summary sheets were shared with the PSA.

Notes:

- The total of £8,299 for the Autumn Term includes Macmillan and Children in Need (both entries in italics because the money raised goes straight to the charities) therefore the actual amount raised for the School was £6,240.
- Money raised from Bounce For Books is recorded on a separate spreadsheet each year.
- Due to the overwhelming demand for Panto tickets and the fact that the PSA could not acquire additional tickets at the advertised price of £10 the PSA decided to subsidise tickets for those who didn't get tickets from the original allocation which accounts for the loss of £586 reported.
- Mother's Day Breakfast reported a small loss of £6 but this is a community event and is not run as a fundraising event.
- The Summer Social was very successful and raised £835 which includes the cost of the DJ and food.
- The Community Fundraising line includes the AVIVA and Waitrose money.
- USR (United Shoe Recycling) has been temporarily discontinued due to lack of access to the school reception area where the recycling box used to be stored but the PSA are looking at installing a metal box for shoe donations outside the school near the bike racks.

- Easy Fundraising figures reported are up until the end of June as we haven't received a statement or payment for Q3 yet.
- The figures on Spend include the £24,490 spent on the Outdoor Gym equipment for the KS2 playground. Half of this was the cost of the equipment and half the cost of re-surfacing.
- Going forward into 2018/19 the PSA have approx £10,000 in their current account and £10,000 in the 'Cake Sale Account'. The latter is a current account which is treated as an emergency fund. It is not unspent cake sale money – this money has been spent and came out of the main current account. Alan noted that we have underspent £500 on Bounce for Books money and this money should be spent on books. Also the AVIVA £1,000 should also be allocated to books (receipts for book purchases were provided to AVIVA).
- The PSA are bound by their constitution to keep a fund of money in their current account to allow for large payments such as fireworks and summer fair. A decision needs to be made on exactly how much money this fund should contain. It was suggested that the money sitting in the 'Cake Sale Account' should be earning interest but there may be restrictions for charities. It was also suggested that the two accounts could be merged. The Treasurer will look into and report back on all these issues and queries.
- It was agreed that the PSA should report to parents how any surplus in funds from 2017/18 will be spent.

SUMMER FAIR 2018

Notes:

- The Summer Fair was very successful and raised £11,795 net profit.
- The raffle, in particular, did well – thanks to the efforts of Marcus and Juliet.
- The brochure made a big difference too, contributing £1,903 profit. The fair site map on the brochure was very helpful.
- Profit from the café was up on last year due to higher cake sale prices (50p per cake) and the popularity of the fizzy pop!
- Pick & Mix stall did very well raising £300 (£150 spent on Pick & Mix dispensers which can be reused for other events)
- This was the first year we didn't use outside stall-holders who didn't contribute much profit to the School and their absence may have accounted for uplift in sales on some stalls.
- Profit on the Bar looks low because the PSA over-order on alcohol knowing unused stock will be used for other events but total cost was allocated to the Bar.
- New organization of the tombola worked well and should be repeated at the next fair.
- Our new sponsors Curchods have been brilliant.
- Special thanks to Filippo and Peppe for the gelato and pizza provided - all profit from pizza sales and most from gelato sales went straight to School.

PSA COMMITTEE ROLES

The following people were voted in for the roles of Chair, Vice Chair, Secretary and Treasurer:

Chair Rose Donald

Vice Chair Kate Bell

Secretary Caroline McDonald

Treasurer Alan Waterman *

Camilla Waterman will continue as Communications Officer and Kat Denbury will be Events Co-ordinator.

* The current Treasurer Aarthi Sridhar will finalise the 2017/18 accounts and hand over to Alan. This needs to be done ASAP. Historically the role of Treasurer has been split into two parts: the accounting and the preparing and counting of floats and expenses but ideally this should all be done by one person. Margaret offered to shadow and help Alan.

The 2017 accounts still need to be submitted and audited and this should be done ASAP. On the PSA's Annual Return the new trustees also need to be noted.

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2. FUNDRAISING GOALS FOR 2018/19

Adam Scott set out the School's wish-list:

- Floodlights for the KS2 playground. The School may not get permission for this due to the proximity of neighbouring houses but would like to explore possible options. Floodlights would open up lots of income-generating possibilities for the School.
- Sun sails for the playground to provide shelter for outdoor play. The new Reception area has no covered area and the KS1 playground has little cover. This was looked into a few years ago and the School would like to revisit it.
- Development of a Forest School area and Discovery Zone for exploratory and investigative outdoor learning for EYFS.
- Redevelopment of the pond
- Regeneration of the Secret Garden
- Technology – but most of the new technology the School would like will be funded by the Voluntary Contributions.

More bike racks were requested by a PSA member. TKA children currently use our racks but this problem will be alleviated when they build their own.

The safety of children in areas adjacent to the car parking spaces near to the School's reception was also raised as a concern. Bollards will be installed to section off the pedestrian areas from the car park. Adam Scott also mentioned that the Council want drop-off bays for parents but both he and the TKA Head are resisting this as they feel it is not necessary.

3. REVIEW OF RECENT PSA EVENTS

Secondhand Uniform Sale – Raised £154.60. Thanks to Kat and Kim who helped with the labelling. Thanks to Caroline, Rachel Cook, Lenka, Cat and Zoe Birchenough who helped with sales.

Macmillan Coffee Morning - £850 raised (including the after-school cake sale but excluding money raised by the teachers). A really successful event and a great turn-out! Thanks to Salma and Caroline for running this and the large team of helpers on the morning.

Cake Sales – Year 5 had a successful sale raising £200.70.

4. IMMEDIATE UPCOMING EVENTS

Gardening Day – Saturday 13th October

- organised by Mrs Dutra
- PSA to provide teas and coffees. Volunteers needed. Rose to take lead.

Dad's Breakfast – Friday October 19th 8-8.45am (note date change!).

- Event run by Kat Denbury

- New online RSVP system will be used which has been trialled by a few dads. System allows for a max no of tickets to be allocated and a defined period for ticket sales. A ticket will be emailed to the recipient but they are not required to show this to gain entry to the event. Tickets are free of charge.
- This event is for school-age children (including Daisy class) only – there is not enough space for younger siblings and buggies.
- Monika, Noa and Cat all volunteered to help with the event. Noa and Monika will shadow
- Notification about this event to go out on ParentPay this week.

Fireworks Night – Wednesday 7th November 5.30-7.30pm.

- Event run by Richard and John. Kris offered to shadow them. Juliet previously offered to shadow the event (Rose to check with her).
- 650 tickets available. Free tickets to be offered to staff wardens (not counted in ticket numbers) and then staff and their families to be offered full-price tickets (usually about 50 tickets sold to staff).
- Approx 10-12 staff wardens needed. Volunteers to be confirmed by 15th October. School's walkie-talkies can be used by wardens.
- Tickets will be sold to parents in three sessions (200 tickets for sale in each session):
 - Tuesday 16th October 8am
 - Wednesday 17th October 8am
 - Friday 19th October 2.45pm
- Tickets priced at £6 for adult and £3 for children. Under 3's are free but must have a ticket. This must be made clear to parents.
- Jenny Cheung to approach Curchods to enquire if they would be interested in sponsoring the cost of printing tickets. Deadline for their response is Friday 12th October.
- Suggestion made that we could have a ticketing system for purchasing drinks.
- Volunteers needed to help at the event. Rachel Lea will run the glow stick stall. Kris, Monika, Kim (not from 5.30pm though) and Caroline all offered to help.
- Parents to be encouraged to bring their own lidded cups for drinks.
- Full risk assessment will be carried out.
- Site map for the event to be emailed on ParentPay.

Children in Need – Friday 16th November. The School are not doing anything specifically for Children in Need this year so the PSA need to decide whether they will go ahead with this event. Usually it is mufti day and cake sale to raise money.

Christmas Fair – Friday 14th December 3-5pm.

- Rose to oversee event but needs committee of volunteers to run it. Monika, Cat, Caroline and Victoria all offered to be on the committee.
- Planning needs to start ASAP.

Cauliflower Cards have been dropped as this took up too much time and did not make much money.

Mother's Day Breakfast – Julia

Bounce for Books – Victoria

New Parents Welcome and Café - Caroline

5. CAKE SALE POSITION AND POLICY ON SELLING TO TKA STUDENTS

Because the scooter park and bike racks have been relocated under the canopy outside Daisy Class it is no longer possible to hold the cake sales here. Therefore the decision has been made to hold the sales under the canopy outside School reception. A notice should be sent out to parents informing them of the new location and cake sale notices should mention the location.

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TKA students no longer exit the school near Fern Hill so it is unlikely that we will have many TKA buyers at cake sales and they hold their own sales. Our priority is selling to Fern Hill children so there should be less conflict now.

6. HEDGE FUND UPDATE

Groundwork will start on Monday 15th October and most of the planting will happen on Tuesday 16th October. Most of the work will be done by the professional crew from Shrub and Stone (including an ex-pupil parent) and pupils will be involved in various ways during the day on Tuesday. The school will also hold a green mufti day on Tuesday.

7. IMPACT OF DATA PROTECTION ON COMMUNICATION

There has been confusion and problems arising from the implementation of GDPR on class rep communications, mainly stemming from the requirement to bcc on all emails. It was agreed that if parents are clearly informed that their email addresses are to be shared with the class and the reasons why given and they have given consent for this then there is no need to bcc those parents on emails. Caroline and Cat to ensure that all classes receive a standard letter to forward to new parents and reps can use wording to get consent from existing parents if necessary.

8. AOB

There is a new PSA initiative to encourage parents to bring reusable cups to PSA meetings, coffee mornings and events.

DATE OF NEXT MEETING

Thursday 22nd November, 7.30pm