



St Edmund's PSA

St Edmund's Catholic Primary School
PSA

	<p>Meeting notes for 15 Sept 2017: Present: Tina Panzini (TP), Clare Golding (CG), Mrs Higgins (EH), Jemma Loureiro (JL), Ruth Menezes (RM), Elaine Williams (EW), Michelle Cresdee (MC), Eleanor Streathfield (ES), Diana Gilmore (DG), Chiara Fontana (CF)</p>	
1	<p>Welcome Welcome from both Chairs to the new year R reps, we are very pleased to have new reps on board and would encourage more reps to come forward for all year groups.</p>	All
2	<p>Website/Noticeboard Tania and Clare have been working hard on the website. Any comments to be returned asap as the website is likely to go live in the next few weeks. We hope that this website will resolve past communication issues along with the new noticeboard, and should help to cut down emails.</p> <p>Tania to paint the Notice board</p>	All TO
3	<p>Treasurer RM (for TO) updated that the accounts had been done and will be handed over to TO shortly.</p> <p><u>Targets</u> for the fundraising events were checked by all and agreed as appropriate.</p> <p><u>Expense forms:</u> are to be collected and returned from/to the school office with receipts in an envelope marked for Tania Oko's attention. Please also email Tania to notify her that this is at the office for her collection. If you would prefer a bank transfer please include these details on the form.</p> <p><u>Float:</u> An event float will be left at the school office upon request to Tania (along with an emergency float) with £30 within. At the end of your event, please count up the profit (less the original £30 float which must remain in the float box). Enter the amount of profit on the form (also included in the float box) return float to school office – notify Tania at the end of the event that the profits are at the school office for collection. Your count will be considered the 'first count' of funds. Tania will then do the 'second count' before</p>	ALL ALL

	depositing the profits.	
4	<p>School Needs Our fundraising events this school year will hopefully fund: 8-16 Laptops Funds for the hardship fund/school trips Speakers/Performers/experts to come to the school for the children's learning experience Class teachers fund – e.g. glue, glitter, tissues etc Easter & Christmas Class gifts Christmas Tree</p> <p>The recent government funding cuts were discussed and it was agreed that PSA funds would have to be concentrated on the essential needs of the school in the first instance. Unfortunately, at this time the 'nice to do' expenses may not be able to be met and may require individual year groups to fund/part fund items.</p>	ALL
5	<p>Fundraising Events All reps to think about potential sponsorships from local companies e.g. estate agents who may like to sponsor and pay for individual items.</p> <p>GNI Ticket sales started, plenty of helpers have come forward. RM to distribute a YR group social flyer at the Meet the Teacher session for YR R on Monday.</p> <p>Please can all reps promote this event as a start of term social.</p> <p>Grandparents Day Help required on the day, contact CG. Someone needed to sell the lottery tickets & to speak to Alex Cashmore as to how best to do this on the day. Stick to donations only (could put suggested donations £3 for tea + cake).</p> <p>Book Fair: Mrs Shorten needs 2 x helpers per day, for 30 mins after school on the week commencing 2 Oct. Contact CG if you can help with this.</p> <p>Christmas Market: Date set 2nd Dec. Team TP, ES, MC – more help is required. All reps to try to find a raffle prize. Stall price agreed at £20. Ideas feed back</p>	<p>ALL</p> <p>RM</p> <p>ALL</p> <p>CG/ALL</p> <p>ALL</p> <p>ALL</p>

	<p>to TP/ES/MC. So far ideas include selling Xmas trees, wreaths, £5 challenge for yr 5 & 6. Advertise on the fb community page for more stalls. Christmas committee meeting 22/9/17 to discuss ideas.</p> <p>Bake sales/Breakfast Sales CG explained that the bake sales would not run as a year group sale but be trialled to run by a committee of keen bakers. If the trial works, regular bakers will be given a fund for baking or can claim back expenses in the usual way.</p> <p>First Breakfast sale (run by TO) will be 29th Sept. Smaller cups for hot choc (children's Drinks) requested by EH.</p> <p>All agreed and increase in price to 50p per cake/food item.</p> <p>School Directory Privacy laws to be addressed before any further action on this is taken.</p>	<p>ALL</p> <p>TO</p> <p>ALL</p>
	<p>Other items JL to clear out and organize shed – all reps to check the shed for stock before buying for an event.</p>	<p>JL</p>
	<p>EGM 12 Oct 17 2:30 venue: St Edmund's</p>	