



St Edmund's PSA
 St Edmund's Catholic Primary School
 PSA

	<p>Meeting notes for 3 Nov 2017: Present: Tina Panzini (TP), Clare Golding (CG), Tania Oko (TO), Ruth Menezes (RM), Elaine Williams (EW), Michelle Cresdee (MC), Eleanor Streathfield (ES), Diana Gilmore (DG) Becca Daffin (BD)</p>	
1	<p>Treasurer Update TO ran through the latest Treasurer's Report. Highlighting that last half term's PSA events raised £1,228 (net of expenses) and that the overall cashbook balance was £9,809.87. However this balance will be reduced following the imminent payment for the school laptops.</p>	
2	<p>Christmas Market Update ES ran through the list of stalls booked, waiting on payment from some stall holders.</p> <p>Request for all reps to request if any other parents are happy to have a Bourne Board advertising the Christmas Market.</p> <p>Nearer the time a flyer will be made for book-bags to highlight stall holders and Christmas Market items.</p> <p>ES to look into raffle ticket booklets.</p> <p>Flyer to be sent to neighbours will include free mince-pie/mulled wine. Number of properties to be given flyer up to 50.</p> <p>Jack Mason singing at the event was considered better suited for the summer market where there is more space and more time to promote. Space in the hall is limited due to stall holders.</p> <p>SVP to sell Christmas cards at the Market (no stall fee) to promote school-church relationship.</p> <p>ES to invite Father David to the event</p> <p>ES to ask to speak at St John's service Farncombe to invite to the market.</p> <p>BD to order red table cloths.</p>	<p style="text-align: center;">All</p> <p style="text-align: center;">CG/ES</p> <p style="text-align: center;">ES</p> <p style="text-align: center;">ES</p> <p style="text-align: center;">ES</p> <p style="text-align: center;">BD</p>

	<p>JL Costco run – need to confirm with JL when a Costco run could be done and ensure reps have enough time to compile their lists of needs.</p> <p>Tree to be delivered on the 1st Dec .</p> <p>Squires has given £25 towards decorations.</p> <p>CG and TP to run the raffle possibly Mrs Higgins to make the draws.</p> <p>CG to speak to schools Father Christmas contact to see if he can attend the children’s school event (not the market as he does not allow photos).</p> <p>Jl Continue to promote the event on FB, all reps to promote and share on FB.</p> <p>Decoration of the hall – decorate with fairy lights – reps to bring their own if possible (need to be PAT tested, next session 20th Nov – school caretaker).</p> <p>Selling of raffle tickets 24th onwards if done at gates or a booklet will be put in book bags that Friday – (<i>post meeting note due to cost/lead in time, booklet not proceeded with</i>).</p> <p>Reps to promote all Christmas Market needs – re-gifting and mince-pie donations.</p> <p>CG to re-post event on community boards.</p>	<p>JL</p> <p>TP/JL</p> <p>JL</p> <p>CG/TP</p> <p>CG</p> <p>JL/All</p> <p>All</p> <p>All</p> <p>All</p> <p>CG</p>
<p>3</p>	<p>Future Fundraising</p> <p><u>Comedy Night</u></p> <p>Comedy Night Team to be invited to the next meeting for update. Once details known promote through Facebook.</p> <p><u>Jute bags</u></p> <p>Delivery of 150 bags arrived. Unit costs £2.97 per bag suggested selling price 1 bag = £4.50, 2 = £8.50, 3= £12.50. Initially to be sold at the Christmas Market, then sales throughout the year if any are left over.</p> <p><u>Easyfundraising</u></p> <p>All reps to push for sign up of this. CG creating a black Friday flyer for bookbags to help promote. Approx £95 raised since Sept so far</p>	<p>RM JL</p> <p>DG/All</p> <p>All</p>

	<p>with 23 supporters only.</p> <p><u>Lazy fundraising</u> Suggested for Jan – promote all the quick win ideas such as easyfundraising.</p> <p><u>Coupon book</u> Coupons from local businesses, discounts, 2:1 offers plus other freebies. Collated into one book and offered for sale to St Edmund’s parents.</p> <p><u>£5 Challenge</u> 25 children with six stalls requested at the Christmas Market.</p> <p><u>St Edmund’s Cider</u> Possible idea for Summer Fair – ask parents for apple/windfall donations which are then taken to the cider company in Witley a percentage is bottled and returned for sale at the summer fair.</p> <p><u>Children’s Film Night</u> Next one is confirmed as 15TH of December (Christmas special)</p>	<p>All</p> <p>GC</p> <p>(RM)</p> <p>EW</p>
	<p>Other items Newsletter – RM/CG to draft</p>	
	<p>Date of Next Meeting 12TH Jan 2:30 venue: St Edmund’s</p>	<p>All</p>