

1	<p>EGM Meeting Minutes 12th October '17</p> <p>Apologies – Ruth Menezes, Alex Cashmore, Emma Stepney, Man-Chie, Diana Gilmore, Vicky Evans</p> <p>Attendees: Tania Oko, Clare Golding, Tina Panzini, Jemma Loureiro, Fiona Nicoll, Kasia Archer, Eleanor Streatfield, Mairead Amos, Heidi Dexter-Gadd, Montse Arroyo, Elizabeth Higgins, Andrew Oko, Claudia Creamer, Siobhan Murphy, Nicky Cassidy, Paula Manning, Louise Char</p>	CG
2	<p>Treasurer's Report:</p> <p>Summary of PSA Accounts 2016/17 from current PSA Treasurer, Tania Oko.</p> <p>See the notes in document '<i>TREASURER'S REPORT - 2016/2017 FINAL.pdf</i>'.</p> <p>Associated accounts in file 'Year End 310817 PSA Accounts FINAL.pdf'</p>	TO
3	<p>Summary of past events 2017/18</p> <ul style="list-style-type: none"> ● Great start to the year. Good support from the school. ● Bake Sales and Grandparents donations raised over £250 ● Girls Night In II raised over £575 ● Fantastic sales for the Spooky Disco and estimating income over £375 ● Website is now up and running www.stedmundsschoolpsa.co.uk ● Adverts on the website from local businesses more than covering the costs 	TO
4	<p>Planned Spend - Laptops</p> <p>Following Mrs Higgins request in the Summer Term the PSA agreed to fund the purchase of new “notebooks” with Microsoft Windows for our pupils so that we can increase the stock and widen this resource. The School has undertaken a review at what is in the market, pricing , best value etc. and have decided on Linx tablets which cost £235 each. The new PSA Committee have confirmed that the School can proceed and purchase 8-10 of these as soon as possible.</p>	TO/EH
5	<p>Expense Forms and Money Counting</p> <p>PSA Treasurer explained the importance of completing the expense form</p>	TO

	<p>and money counting forms to protect ourselves and ensure processes are followed. Fundraisers 'owners' need to do the initial count of money raised and then let the Treasurer know that it is in the School safe and ready to be banked. Early communication best when a money float is required. Any questions please email the PSA Treasurer % stedmundspsachair@gmail.com</p>	
6	<p>- Future Events Update incl. Christmas Market</p> <p>Eleanor Streatfield presented an update on the planning for the Christmas Market. Bourne Estate Agents are sponsoring the event and there is a request for parents to put promotional boards in their gardens. The School will receive £5 for each board.</p> <p>There is a big push to get market stalls in the hall and create a market feel. This event is earlier than previous years and the PSA hope that there is time to shoppers to support the School, attend and do some Christmas shopping. Tip = bring money and cheque books. No need to bring a bag as the PSA will be selling Jute Bags! There was some mixed feelings in the room about the bags. A show of hands saw about 50% support. The prices and quantities of the bags was discussed and a formal proposal will be sent to Mrs Higgins for final approval.</p> <p>There was a discussion about whether Christmas trees could be sold at the school but there was not enough support and so the PSA will not proceed with this.</p>	ES
7	<p>AOB</p> <p>The Parents forum asked from more communication between the PSA Leadership Team and the Forum.</p> <p>Financial Target for the PSA is £9000 for the year. It was noted that the PSA is not just about funds but also supporting the education of the children and the school community.</p>	All
8	<p>Next PSA Meeting</p> <p>Next PSA meeting to be 3rd Nov 17 2:30pm at St Edmunds School.</p>	CG