



St Edmund's PSA

St Edmund's Catholic Primary School
PSA

	<p>Meeting notes for 16 March 2018: Present: Tina Panzini (TP), Clare Golding (CG), Tania Oko (TO), Ruth Menezes (RM), Elaine Williams (EW), Samantha Jago (SJP), Elizabeth Higgins (EH), Diana Gilmore (DG), Man-Chie McConaghie (McC) Rebecca Daffin (RD) Nicky Cassidy (NC) Fiona Rees (FR), Sarah James (SJ) Joined part way through: Alex Cashmore (AC)</p>	Actions
	<p>Actions from Previous Meeting Confirmation required on school needs e.g picnic benches. EH raised additional playground needs Yr1 fenced area, bark under climbing frames, clocks in playgrounds, bins, gardening club poly tunnel (total amount required approx. £500). No objections. List of kitchen items required for CG</p>	EH
1	<p>Treasurer Update TO ran through the accounts in brief. Approx 7k raised so far. TO raised that 'Matched Funding' from co-corporations is a quick win, encouraged reps to find out if other parents receive match funding through their work. TO also raised that some companies offer 'charity days' for employees. Whereby the employee received an extra days annual leave to carry out charitable work. It would be worth exploring this for either the 'tidy up day' or for other small maintenance jobs around the school.</p>	All
2	<p>Code of Conduct/Constitution review. RM explained that as a charity we have a constitution which provides us with a framework and procedures to operate within. The current constitution was adopted in 2016 and may require updating. RM explained that the current constitution was drafted from a template from the advisory body PTA.Org.uk A more current version is now available. RM ran through comments received. SJ suggested a definition of terms at the beginning to clarify roles. It was agreed that the current constitution was not overly clear and required updating. SJ offered to look at the current constitution and review. RM to send SJ existing information and new template from PTA.Org .uk Any changes can be agreed at the end of</p>	RM/SJP

	<p>school year EGM. (NB PTA.Org recently changed name to parrentkind)</p> <p>McC feedback comments regarding the Code of Conduct – point raised regarding our name PSA which is confusing, PTA is a more obvious term. Look to changing to PTA. EH to ask staff if this is acceptable. RM to speak to PTA.Org to understand the practicalities and implications of this.</p> <p>DSB check to be undertaken by staff reps. Those reps not DSB checked please contact the school office to arrange.</p> <p>No objections to the introduction of a Code of Conduct and review and amendment of Constitution.</p>	<p>RM/EH</p> <p>All reps not DBS checked</p>
<p>2</p>	<p>Data Protection</p> <p>CG/TO/RM to meet with EH to discuss a joined up approach to inform parents of the new Data Protection Act (coming into force May 25th 2018). The PSA are likely to use a Class List App which overcomes all the new legalities of the Data Protection Act. Parents will have to opt in to receive any PSA information (other than that which is displayed on noticeboards/Facebook/website). All reps will be updated as soon as procedure is clarified.</p>	<p>CG/TO/RM EH</p>
<p>3</p>	<p>Future Fundraising</p> <p><u>Comedy Night – 23rd March 18</u></p> <p>Ticket sales are going well, approx. 100 sold. Volunteers required, a request will be posted on Facebook.</p> <p><u>Year 6</u></p> <p>Easter Bazaar 29th March 2-3pm. Fun stalls for children, most costing 50p. To be held in the school hall. CG to design a poster and advertise on FB.</p> <p>2ND Lottery draw to be taken during the Easter Bazaar</p> <p><u>Film Show</u></p> <p>4th May and 8th June – consider doing PJ mufti on the same day as one of the film shows.</p> <p><u>Bake Sales</u></p> <p>None arranged during Lent. KS1 are organizing a bake sale for the 20th April. KS2 will be asked to organize one in June.</p>	<p>All</p> <p>CG</p> <p>AC</p> <p>EW</p>

	<p><u>Summer Festival</u> The idea of a Friday evening 5-7 family event was discussed with possible band and dance. Possible pay one price entrance e.g. £10 with most of the stalls being free (ie included in the price). Could ask Rocksteady?</p> <p>SJP/SJ to lead, more volunteers required.</p> <p>McC has spoken to Koosa who are keen to sponsor the event, possible go-kart activity.</p> <p>Reps to ask year groups for ideas and volunteers to help SJP and SJ organize.</p>	<p>SJP/SJ</p> <p>McC</p>
	<p>Recruiting new members All reps to actively seek for new members FB message to recruit Webmaster Church liaison role</p>	<p>All/CG</p>
	<p>Dates Next PSA Meeting: 27 April 2018 at 2:00 school library</p>	<p>All</p>
	<p>AOB</p> <p>Look into BBQ – maintenance or new get costings of both options before deciding – need to draft instructions of use.</p> <p>Add PSA web address to school newsletter links</p>	