



## St Edmund's PSA

St Edmund's Catholic Primary School  
PSA

1.	<p><b>Meeting notes for 27 April 2018:</b> Present: Tina Panzini (TP), Clare Golding (CG), Tania Oko (TO), Elaine Williams (EW), Samantha Jago (SJP), Elizabeth Higgins (EH), Rebecca Daffin (RD), Nicky Cassidy (NC) Absent: Ruth Menezes (RM), Eleanor Streatfield (ES), Diana Gilmore (DG), MAn-Chie McConaghie (MM)</p>	Actions
2.	<p><b>Actions from Previous Meeting</b></p> <p>Discussed the Code of Conduct and Constitution review. This is still ongoing. SJP will be reviewing these in the next week or so and RM (absent) is to send a reminder to SJP on Monday 30th April to remind SJP to do the review and with any updates regarding the privacy policy and new data protection policy.</p> <p>DBS Checks - RM and TO have been DBS checked</p> <p>TP has spoken to some local businesses regarding a donation of a BBQ. No luck. Agreement in the room that we should look into buying a new one. TP will look at prices and types (foldable etc).</p>	<p>SJP, RM</p> <p>TP</p>
3.	<p><b>Treasurer Update</b></p> <p>TO announced that the PSA had reached it's £9k target following from the successful events last term. Most notably the St Ed's Comedy night that raised £3200 including the £1000 through the fund matching Mr Fitzpatrick was able to raise with Barclays.</p> <p>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.</p>	ALL
4.	<p><b>Policy &amp; Procedure</b></p> <p>Constitution and code of conduct are still under review. PSA committee to set a date for the AGM to have the new constitution agreed.</p> <p>CG presented an update on how the new data protection laws (GDPR) will affect the communication and procedures of the PSA. To avoid breaking the law the PSA will be encouraging all parents to use 'Class Lists'. More information on this will be shared via information fliers and through the PSA website and Facebook.</p>	<p>PSA Committee</p> <p>RM/SJP</p>

	<p>The PSA will no longer be able to communicate to parents via email (without their written consent) and all email groups, whatsapp groups that contain personal data and were set up by PSA members need to be deleted from 25th May '18. In the short term CG will email all PSA reps to ask for permission to continue contacting them via email until the end of this school year. All communications from September from the PSA will be via classlists app. All reps have been asked to encourage take-up in their respective year groups before the end of July. TO will be admin for Classlist initially and needs to create a new account or take over the existing test account that the previous PSA Chair (AG) had set up. TO to follow up with AG.</p> <p>The role of the PSA reps will need to change with the adoption of Classlists. Within the ap are year group 'Ambassadors' and PSA committee shall look into this further.</p>	<p>CG TO Reps</p> <p>PSA Committee</p>
5	<p><b>Forthcoming Events</b></p> <p><b>Summer Festival</b> update from SJP - date set for 7th July and time 4-7pm. The time and date was discussed as per the previous meeting (and email parent feedback) and there was support and encouragement from those present and feedback obtained since the last meeting for this change to previous years summer events. Team of 6 on the 'committee' and lots of planning underway for KS1, KS2 and parent/family entertainment. Too late to arrange 'homemade' cider for this year's summer event but SJP is going to put out a request for excess apples after this years harvest so we can have St Ed's cider next year.</p> <p>EH to confirm what days for bottle and sweetie mufti for the summer festival</p> <p><b>Film Shows</b> - EW gave and update on the dates and proposed 2 film nights. The second this term will be on a mufti dat. Support in the room and dates have been triple confirmed with the judo teacher for relevant Fridays.</p> <p><b>Duck Race</b> - PSA will be selling ticket for £1 for ducks for the Godalming festival duck race event. The school gets 25% of all sales. CG will arrange dates for selling tickets after school.</p> <p><b>International Day</b> - some parents are keen to organise an international day for fund raising next year. One of the parents who</p>	<p>SJP</p> <p>EH</p> <p>CG</p>

	<p>can lead on this wasn't present and so will give an update at next PSA meeting.</p> <p>YEar 6 Leavers Disco - no udpate</p> <p>Sports Day refreshments - CG proposed a breakfast sale for the sports day. Agreement in the room and encouragement from people outside the room. Logistics to be worked out. EH said she will ask Busbridge Infants if we can use their toilet facilities if required.</p> <p>.</p>	EH
6.	<p><b>Recruiting new members</b></p> <p>All reps to actively seek for new members</p> <p>FB message and Parent mail messages have been sent to recruit</p>	All/
7.	<p><b>Dates</b></p> <p>Next PSA Meeting: Friday 18 May 2018 at 2:00 school library</p> <p>AGM date to be set (as mentioned in pt 4. above)</p>	All
9.	<p><b>AOB</b></p> <p>PSA shed has got a bit messy again.</p> <p>Need new house T-shirt, particularly in smaller sizes for year R</p>	<p>PSA Committee to check</p> <p>TO</p>