

St Edmund's Catholic Primary School 13th February 2019

	Meeting notes: Present: Clare Golding (CG), Tania Oko (TO), Ruth Menezes (RM) Elizabeth Higgins (EH), Rebecca Daffin (RD), Katie Collins (KC)	
1	Review of Actions from previous meeting	
	RM has added EH as a Staff Admin to Classlist	
	TO has looked into a paypal account to be linked to the existing CAF bank, however this is not possible as there is an existing paypal account already linked from previous leaderships with no record and therefore unable to disable.	
2	Treasurer Update –	
	To date approx. £5.6k raised since September.	ТО
	Note to reps to please remember to undertake the first count on their year group bake sales and log these on the sheets within the float provided. Any queries please liaise with TO	ALL
	TO looking into changing banks to allow for more efficient banking service. TO to contact EH for 'Trustee' details to enable new account to be set up.	то
3	Roles and Positions	
	CG notified those present that the current leadership team would be stepping down at the end of the school year. A letter will be going out soon to parents to inform them and to hopefully promote the roles for a future team.	
	CG would take over the second hand uniform sale.	
	RM would like to rep for Yr1 (Y2 Sept 2019).	
	TO to contact the parent interested in the treasurer role.	
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4	Wellness Week Feedback	
	Both EH/CG gave positive feedback regarding Wellness Week. The children particularly enjoyed the healthy bake sales, yoga sessions and the tasting session. Children have also enjoyed the cooking opportunities.	
	Approx £400 raised from this event. The PSA and school are very grateful for the food donations received from Secretts Farm Shop which went towards the various cooking lessons for the children.	
Register	ed charity 290539	
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5	Forthcoming/Current Events	
-	Girls Night In: 1 st March 19 All reps to help with promoting this event, perhaps as a year group social. Help required on the night for setting up/managing the bar and clearing away.	CG/ALL
	International Day: (Date TBC possibly end of April) An event to be run in school for children to learn more about other pupils nationalities. E.g. cooking a national dish, geography, languages, flags. This event is to be discussed at the next planned meeting as PSA involvement required along with parent volunteers.	ALL
	Summer Fair: 29 th June 19 Initial discussions only. Keen to run similar to last year with outside help/stalls from Koosa, Milford Pumas and Borne (managing the inflatables).	
	Lottery: Update provided by Mrs Gordon (via email). Current uptake 23 supporters (28 tickets). The projected annual fund is currently £600 which is very good given the uptake. Reps to push more ticket sales, PSA to help with promotion. TO to give AG PSA bank details for fund transfers. AG to pass old lottery paperwork to TO.	
	Disco: Update provided by Mrs Gordon (via email). Really good feedback regarding the DJ who manages the evening very well. Children are requesting themes for the disco. The current projected disco profit is approx. £500 for the school year. The current DJ is more expensive than previous DJ's.	ALL/TO
	Discussion was centered on how to promote the disco as it was noted that numbers had reduced. The idea of no theme for the next disco was voiced. Also to ask parent and /or pupils in a short survey what kind of disco they would like. It was also suggested that the PSA could advertise the DJ on their Facebook page for a possible reduction in fee.	
	(Post meeting note: Mrs Gordon has stepped down from running the disco – YR 6 will run the leavers disco).	
	Date of Next Meeting 15 th March 2019 - 2:15 school library	All
	AOB: None	

Chair: Clare Golding