

Allenbourn Middle School PSA Minutes:
16.1.12

1.Present: Toni Gregory (Chair), Louise Elliott (Vice Chair), Nicola McGregor (Treasurer), Sally Plummer (Secretary), Sarah Navil, Mel Duffy, Carole Bristow, Sally Taylor and Paul Kentish.

2.Apologies: Liz Yates, Derek Brookes, Avril Bassinger and Lyn Witt.

3.Review of Last Meeting's Minutes: Toni Gregory (TG) shared that the noticeboard has been erected. She suggested that contacts should be displayed.

Sally Taylor (ST) proposed that the current PSA newsletter could also be displayed.

Summer Fete: TG gave the meeting the three optional dates- 22.6.12, 29.6.12 or the 6.7.12.

Carole Bristow (CB) proposed the 22.6.12 thus allowing for the 29.6.12 as a reserve date if the weather is inclement, the P.S.A seconded this date.

Paul Kentish (PK) suggested that a sub committee would be more focused.

TG proposed that PSA volunteers wore a lanyard or badge.

NM suggested TG wears a high vis jacket.

Action: After some discussion it was agreed that -

TG and Nicola McGregor (NM) would co-ordinate the Summer Fair but all input would be welcome.

Sally Plummer (SP) offered to make contacts regarding raffle prizes.

ST will contact year 5 regarding letter writing and the possibility of approaching local shops for prizes.

NM will enquire about inflatables and candy floss machine availability.

SP will enquire whether Martin Piper may be able to source us a wooden skittles set.

ST will approach Mrs. Smith regarding musical entertainment.

BBQ- There has been response about the missing grill parts.

Action: PK will source the code number and get an estimate for the cost of the replacement grills.

Freezers- CB suggested checking the freezers.

NM raised the need to sell surplus cook books.

CB offered to approach her manager at Salamander Cook shop to see if books may be able to be sold there.

It was agreed that provisionally the following responsibilities would be given:

Yr 5- Books

Yr 6- Tombola

Yr 7- Cakes

Yr 8- Bottles

Bingo- TG- The date has been confirmed as the 9.3.12. This will be announced in the January PSA newsletter.

ST has over 250 tickets.

TG stated 10 games are played in an evening and cash prizes given. The legal requirements are outlined under Section 4B (2) F Gambling Act of 2005.

NM suggested that we split entrance money 50/50 for prize money and profit. It was agreed that PSA members would arrive at 6p.m, doors will open at 6.30 pm for a prompt 7 pm start. CB proposed that we hold a raffle.

Action: TG will put a slip on the bottom of the newsletter for parents to fill in and return with a £1.00, they will receive a receipt which can then be exchanged for their first book. TG's husband will call. She has the cage and balls.

ST will provide books of tickets.

Louise Elliott (LE) will stock up on soft drinks, teas and coffees for refreshments. Tea and coffees will be provided for a suggested donation of 50p.

SP will source discount bingo markers.

Disco: TG shared an e-mail of thanks from Liz Yates (LY) to the PSA for the successful discos.

Sarah Navil (SN) stated that there had been £462.56 profit at the year 5/6 disco and £597.21 at the year 7/8 disco.

NM shared that this figure is £100.00 more than last year's profit and our outgoings had been higher.

SN proposed that a choice of bigger sweets e.g. long jelly snakes

TG agreed that we try a mixture of both bigger sweets and small bags. Future discos will cost £100.00.

SN shared that LY had queried the inclusion of March discos. The committee agreed to continue with Christmas and Summer dates. Dates were confirmed as 13.7.12 and 18.7.12.

SP raised that there is a parent's evening pencilled in on the 18.7.12

TG will clarify this with LY.

4. Future Fundraising Ideas:

P.A Magazine Ideas:

TG -Forgotten Mobile Scheme: School would be provided with a collection box and bags for parents. Parents return bags filled with old hand sets for profit.

SN - suggested Bags for schools as another fund raising initiative.

TG- suggested an Old School Disco for parents e.g 80's music or a PSA recruitment event 6 weeks into the term for example an Autumn BBQ or a cheese and wine event for year 5 parents.

NM proposed holding a race night instead of a quiz. She also highlighted the need to remember office staff.

TG suggested taking in muffins as a thank you.

Action: SN offered to bake cakes to take in before February half term.

P.S.A Cheese and Wine Evening: TG proposed holding an invitation only cheese and wine evening as a thank you to PSA members.

LE suggested including a Badger Ale tasting session.

Folk Festival Parking: 9th and 10th June 2012:

PK is happy co-ordinate volunteers. He will put his e-mail address on the newsletter and also on the notice board so parents can directly contact him.

TG suggested using different coloured tickets, charging £3.00 a day- a discount if you return with your ticket for a second day.

NM raised awareness of the need to ensure signs are displayed from all directions.

PK said there are currently 14 signs and he estimated the need for 4/5 extra.

Action: LE will take a sign to 'Ultrasign' for a quote.

Match Funding: NM -Alison Bush has given details of a parent working for Barclay's Bank who is able to access match funding. He will need to complete a slot parking to be eligible for this.

5. Any Other Business:

SN suggested taking photographs of events and items bought by the PSA to use on a display.

ST raised the need for the PSA to be aware that some children are not to be photographed and therefore check with school before displaying any children.

TG queried if we had access to an A3 desk presenter.

ST has prepared a power point presentation about the PSA which Richard Wright is happy to share with year 5's.

Action: ST will speak to Pippa Martin about the possibility of using an A3 desk presenter.

N.M shared that the new mini bus has arrived.

S.T has updated the website. She has found guidance for committee members, safeguarding tips and information on trustees. ST highlighted the need for trustees forms to be filled out by current members for example chair, treasurer and

secretary.

Action: ST will e-mail Avril Bassinger regarding trustee forms and the secretary folder.

ST also thanked the PSA for the disco.

Church Carparking: ST informed the meeting that church goes hold a voucher entitling them to park on a Sunday in the Allenbourn Play ground. A donation is given directly to the school.

Next Meeting: 19.03.12, 7.30 pm @The Olive Branch Wimborne:

Initial Agenda Items:

Bingo Debrief

Folk Festival Car Parking Focus

Summer Fair Planning.