

Queen Edith PSFA Committee Meeting

Date: Monday 30th June 2022

Time: 20.00

Venue: Community Room (school)

Present:	Jon Griffiths: Chair (JG), Rachael Hayek: Treasurer (RH), Marianna Armstrong: Secretary (MA), Rachel Allebon (RA), Ellen Dyer (ED)
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Apologies:	Philippa Wiffen (PW)
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		Action
1.	Welcome/Introductions	
2.	Minutes of last meeting	
	<p>Reviewed actions from the last meeting from April 25th 2022.</p> <ul style="list-style-type: none">Ziffit: PW emailed to suggest that school look through the books left from the fete. She would like 2 volunteers to help with Ziffit. Would school be happy for what is left of the donated books to go out on a book trolley with second-hand uniform sales? <p>Outstanding actions have remained on the 'Action Points table' at the end of the minutes, with the date of the last meeting.</p> <p>The minutes were approved.</p>	PW & MA
3.	Finance Update	
	<p>RH gave a finance update.</p> <p>Annual figures submitted – no report required as under 25k. The trustees on the Charity Commission website have been updated to include the five people attending the meeting. Ali Sanders (former treasurer) and Carolyn Warburton have been removed.</p> <p>Fete: Big congratulations to everyone - £8915.84 was raised in total. This is awesome! RH explained the summary of stalls income and comparison to last years. Decided to use these statistics when planning the next fete.</p> <p>Money to spend: around £9 - 10,000. RH to meet with Sarah Jarman to see how school wants to spend the money, clarity on spending. Suggest that parents are consulted to ask how money could be spent.</p> <p>Annual report for 1st Sept 2021 to 31st August 2022 There will be sections on the different events and individuals were tasked with writing up a section: Second hand uniform (MA) Santa's grotto (ED) Winter Trail (RH)</p>	All

	<p>Cake sales (ED & PW) Easyfundraising and Smile (RH) Fete (JG)</p> <p>Barclays: Ask PW if she would like to be 4th signatory. ED will consider if PW cannot. JG will get access too.</p> <p>Charities Trust: Seems to be a partner of choice for fundraising through workplaces and committee agreed to sign up.</p>	<p>JG</p> <p>RH</p>
4.	PSFA Admin	
	<p>Newsletter Create an up to date one pager detailing PSFA information and how to give, which can be sent out with the school newsletter every half-term.</p> <p>Awareness raising: Revisit the 'Happy to help' list (ensuring that we are adhering to GDPR) and see whether any of them may wish to be on a WhatsApp group, to help with events / PSFA support duties.</p>	<p>MA</p> <p>MA</p>
4.	Events & Initiatives	
	<p>Fete: follow up</p> <ul style="list-style-type: none"> • Move the wine bottles. • There are some food items, which could be sold at the summer picnic, such as crisps. We will make it clear which items are close to their use by date. Check with school. • Fete newsletter: school have sent a fete follow up newsletter already, which has removed a job from our to do list. Thank you! <p>Other events to publicise and agree: Discos, family event, such as international food eve / ceilidh and summer picnic.</p> <p>Summer picnic & large cake sale:</p> <ul style="list-style-type: none"> • The committee had the idea of combining a large, whole school cake sale with the summer picnic. Suggested Friday 15th, if school are happy with this idea. ED will source some tongs for hygiene reasons. <p>Second hand uniform:</p> <ul style="list-style-type: none"> • The uniform was available at the recent new reception parents evening. The school will access the uniform for the new cohort on Thurs 14th July, Mon 5th Sept to Weds 7th Sept. • Plan for one final uniform sale before the end of term to allow people to bring unwanted uniform, especially school leavers. • The uniform group hope to connect with the school to work in partnership with them regarding the uniform. 	<p>All All</p> <p>MA ED</p> <p>The uniform group</p>
6.	School requests	
	<p>The committee set the dates for the PSFA meetings for 2022 – 2023 and will communicate these with the school. They are:</p> <ul style="list-style-type: none"> • 19th September • 14th November 	MA

	<ul style="list-style-type: none"> • 23rd January AGM • 6th March • 8th May • 20th May = summer fete, tbc with school. • 19th June <p>Discos: Suggest Fri 7th October and March 24th to the school. Once confirmed, we will need to contact Disco Dave.</p> <p>Family event: This could be held at the end of January and could be an International Food evening. TBC with school.</p>	<p>All</p> <p>All</p>
7.	Bags to School	
	<ul style="list-style-type: none"> • The recent Bag2School event on Weds 4th May raised £108 from 270kgs of collected items. This was donated to the Ukrainian charities that Bag2school are working with. • Autumn date and spring date for 2022 / 2023 to be confirmed with Bag2School. 	<p>MA</p> <p>MA</p>
	<p>Date of next meeting:</p> <p>Date: Monday 19th September 2022 Time: 2000 Venue: Community room (next to the large school hall) or Queen Edith pub.</p>	

Circulation:

Jon Griffiths	Rachel Haslam	Jessica Shooter
Rachael Hayek	Joanna Mackenzie	Nicki Simmons
Rachel Allebon	Becky Porthouse	
Ellen Dyer	Jessica Wibberley	
Philippa Wiffen	Freya Smith	
Yufei Shang	Mercedes Rothschildsteiner	

Meeting Name
Action Points and Follow-Up

DATE OF MEETING	LEAD	ACTION REQUIRED	ACTION TAKEN	REQUIRES FURTHER DISCUSSION	COMPLETED
30.06.22	RH & All	Review financial controls at start of 2022/2023			
30.06.22	RH	Sign up to Charities Trust.			
30.06.22	All	Write ups for the annual report: Second hand uniform (MA), Santa's grotto (ED), Winter Trail (RH), Cake sales (ED & PW), Easyfundraising and Smile (RH), Fete (JG)			
30.06.22	MA	'Happy to help' list: create a WhatsApp group.			
30.06.22	MA	Ask school about adding minutes to the school web page.			
30.06.22	All	Move wine bottles from behind the stage to a tidier spot.			
30.06.22	All	Sell unused items, such as almost out of date crisps, at the summer picnic.			
30.06.22	MA & ED	Check school are happy with 15 th July for a summer picnic combined with a large, whole school cake sale. Source tongs for hygiene.			
30.06.22	ED	Update the cake sale guide.			
30.06.22	The uniform group	Plan an opportunity for school leavers to bring unwanted uniform. Plan for a sale before the end of term and potentially during the summer holidays / before the start of September.			

30.06.22	All	Confirm suggested disco dates with school and then book Disco Dave.			
30.06.22	All	International food evening for Jan 2023 – check this idea with school.			
30.06.22	PW	Ziffit: scan through books with volunteers for Ziffit initiative, once school has selected from the stock.			
30.06.22	MA	Confirm PSFA dates for 2022 / 2023 with school.			
30.06.22	MA	Arrange Bag2school dates for 2022 / 2023 year.			
25.04.22	JG	Get access to Barclays & confirm 4 th signatory – ask PW if she would be interested.			
25.04.22	JG, RH & MA	Update Charity Constitution and school webpages at the start of 2022/2023.			
25.04.22	MA	Create a one-page, up to date newsletter that can be sent out with the school newsletter.			
28.02.22	MA	Co-op grant for library and nurture room.			
28.02.22	NS	Consider funds needed for the library, the nurture room and the chill out room.			
17.01.22	AS & RH	AS & RH to locate the past 7 years of finances and check they are kept securely. 5 years' worth have been found so far.			

Ongoing:

- 1) Ideas for events. Suggestions have been: a raffle, a car wash, an auction, a movie night, a quiz night, a jogathon, Ziffit, a Covid anthology, book week pjs & story time with hot choc.
- 2) Fundraising: periodically send a reminder to the school via Parentmail, indicating the different ways parents can give financially (Easyfundraising, Amazon Smile, Benevity and CAF.) Last communication sent 22nd November 2021.
- 3) PSFA engagement ideas – twice a year or termly send a reminder about PSFA what they do and how parents can be involved maybe via a newsletter.

Ideas for the future:

- 1) Coffee morning in partnership with family worker from school.