

# SEXEY'S SCHOOL PARENT STAFF ASSOCIATION

Monday 20<sup>th</sup> January 2020

LIBRARY 6.30 pm

**Present:** Jo Lavender, Liz Pickering, Verena Buchanan, Amanda Butler, Keith Partridge, Vicki Haselgrove, Sarah Stallion.

**Apologies:** Amanda Davis, Claire Nicholls, Tabitha Sudworth, Catherine Coward, Hannah Anderson, Nicki Wagstaff

## **Minutes:**

Jo Lavender – We need a change of format during meetings. We do not have time to talk about everything, can we use the Agenda, to discuss most things for 5 mins at a meeting, then more widely across an email conversation with those members interested in that item and potentially willing to take it forward? Some things overlap and take a while longer, but in the main this seemed to work this meeting.

## **MATTERS ARISING FROM and SINCE LAST MEETING:**

General notes, that the following are taking place

### **1) Booking in items for Next Year.**

**a) Fireworks. 7<sup>th</sup> November 2020 –**

**b) Coffee Mornings. 28<sup>th</sup> March 2020 & 12<sup>th</sup> December 2020**

In relation to this we will need to get our planning up ahead of the dates, it was all a bit last minute for the Xmas coffee morning. We agreed if the coffee mornings break even or make a small profit, they should still go ahead as they are an important part of being in the community, but there is nothing wrong with trying to increase attendance and profit.

**1. Can we have some volunteers to help on the day, a **minimum of 8 people** for it to run smoothly.**

**2. We'd like a wider base of donations for the event, so its not the same people donating cakes and quiches (**any ideas how to achieve that please?**)**

**3. PSA meeting 10 days before the event, to go through final details. Poster placed in the community hall, in the**

**Dove free community magazine and on Facebook including the Bruton pages.**

- 2) Car Boot Sale? Sarah S Suggested this after the last meeting, this was agreed to be a great idea and something we would all like to take part in ourselves, with plenty of Christmas decluttering going on Spring and Dry? **Date not yet arranged.****
- 3) Match Funding Update – Deborah Day, is in the process of submitting the request. Keith P has provided the info needed for her to progress this. We will update if this is successful.**
- 4) Family Draw – Who Won? We need to publicise winners and runners up more widely, get better at having people join. There was a discussion about releasing names, due to data protection, but surely, we can have a “We will publish names of the winner” to promote future sales on the forms?**
- 5) Thanking people – Who does it? Hannah was great at the people she dealt with and copied me in to the thank you’s, but I haven’t managed to thank our donors properly from the Quiz night people I dealt with. Also need a more coordinated approach at the events. More raffle tickets to be sold (if we have one) etc. Discussed briefly – If you need to thank someone for something donated, **please copy me** in, so I know it has been done Jo**
- 6) Raffle Tickets – Amanda B made a suggestion that for a small license fee we could print up and sell raffle tickets in advance of any event. We could give them to every child, tasked to sell a book of 10 to family and friends. Each should be traceable and if not sold should be returned so we can sell them at the events. **All present agreed we should go ahead with this.****
- 7) Just Giving – Do we have control of it, even if we’re not using it? – **Not discussed this time.****
- 8) Second Hand Uniform is being managed by Tania Miller, I have approached her and offered to help, but she wanted to see how big the job is before accepting my help. It would be**

cool to have uniform joined up with PSA – there isn't currently much uniform on offer, do people want a second-hand uniform shop (ie donating uniform) or do they want to sell their own and get cash back in their own pockets from used uniform? **Does anyone have a feeling about this?** This is something that the PSA could help with and promote on the Sexey's uniform fb group

- 9) **Cake Wednesday?** It was agreed we would give this another go. This is held on the last week of each half term. Let Lisa Pitman know we are coming & maybe give teachers a heads up as to why we are there. **Jo and Amanda B to attend.**
- 10) **Who is approaching Hauser & Wirth?** Liz P confirmed we are not part of the Summer party fundraising event this year. That we were not currently part of any fundraising plan. Vicki H felt that H&W are keen to hear from us. Maybe we could approach them with a proposal?
- 11) **Ball?** **This has definitely been shelved for this year.**
- 12) **Speech Day?** Awaiting details about the event and what/if any part we can play in fundraising at it.
- 13) **Quiz – Successful?** What did we learn for next time? **£650** was raised on the night from quiz entries and raffle sales, but raffle sales only amounted to around **£75** of the total.
- 14) **Coffee Morning – Successful?** What did we learn? **£190** was raised. If costs were fully taken into account, that would be more like **£130**. But it gets us into our community and should continue.
- 15) **Rose and Lyons Xmas Cards – Successful?** We couldn't get many sold via reception or our events, were they too expensive, were parents inundated with paying for cards via school?
- 16) **Young Entrepreneur – Do we want to pursue this?**

- 17) **Treasure Hunt – Something to involve the Children. Jo L showed her simple treasure hunt idea. We would need a good prize to entice everyone to enter. We also acknowledged students would be likely to share their answers for speed and to not have to go looking, but still to be able to enter. Do we charge £1 for someone to take an answer sheet, even if it is not submitted, or just charge £1 for those who would like to enter. Timing would also be crucial is it going to be over 1 day, 1 week? Would this become a disruption?**
- 18) **Glastonbury Stewarding – There is no opportunity this year, Liz P not sure why we are not being successful in applying. Possibly something to do with us not being a formal charity at this time, but probably not.**
- 19) **New Web Pages and Photos?**
- 20) **Pack Horse Fair – We are keen to take part in this event again this year, providing lunches from the community hall. Advertise this more widely and get more people popping in for lunch. 25<sup>th</sup> May 2020. Keith P has now booked the Hall. Could we charge for Parking on School grounds? Jo to ask Helen what she thinks.**
- 21) **List of Skills within the PSA and wider parent helpers. Would anyone be interested in taking this on? We could ask parents to drop us their email addresses in a school mail shot. Maybe you know quite a few parents already and can start from that base.**
- 22) **Re-Registering as a charity - Jo L will look into this as she is recuperating.**
- 23) **DECISION NEEDED: What are we fundraising for? Many people who look to support us with fundraising ask this**

question and with a wishy washy answer of this and that, could we engage more people if we had an ambitious goal and publicized it well? Could the school IT Trolley be further investigated with the IT department?

24) **CURRY NIGHT:** Cath Coward has made a suggestion of us cooking the curries and at £15 a head with around 85 peeps, it could be a great money raiser. This brought up a discussion about where, and we had a thought about Warwin House (for those who don't know this used to be a boarding house, and is just past the sports field – it was then used as a conference room and bedsits, currently it is unused). Jo L, Liz P and Verena B will investigate its suitability for a "venue" and report back. **Suggestions for date and any ideas – potentially end of April?**

25) **FLOWER BEDS:** Vicki H, Tabitha – Both interested in getting some colour into the school (plants and flowers) – Is this possible, can we get a working party together and then think about funding, poss Emily's estate – who was going to make first contact? This was actually discussed much higher up the list, everyone felt that the school should have some colour in a low maintenance way. Vicki H & Tabitha S could do with helpers on the day. Could we make outdoor spaces our main theme for fundraising? Crowdfunding? Could each pupil bring in a bulb/small pack of bulbs? Those Present agreed to provide Vicki with £250 as an initial budget to buy a couple of barrels for planting, and plants as required. She will keep receipts and pass back to Keith for the expenditure sheets. There are also some prefab buildings that the school currently can't use as condemned, but cant knock down until they have a building to replace it with. Helen reported at a previous meeting that the children would like some covered outside space to enable them to spend time outside even on wet days. Could this be our big theme for this year? If we cant replace the prefab buildings, can we make them prettier to walk past/look at? Could we approach Viridor to fundraise, or fund match for this project? **Anyone with contacts or experience please holler!**

- 26) **Any other Business. I asked about insurance requirements for a PSA. Sarah S assured us we were covered on the Schools liability insurance, even when we fundraise off site. Verena suggested that sometimes policies change and maybe we should be in the habit of checking yearly that the insurance extends to the PSA.**
- 27) **Amanda B & Liz P, both suggested contacting the local Tesco at Shepton Mallet, to fundraise for the PSA, via the green tokens scheme. They will take this on.**
- 28) **Sarah S has advised that the student voice are looking at the school providing branded water bottles for sale. The PSA would dearly like to help the student voice in some way with this, but felt that we need to use what we have before buying new, but that we could come up with a more eco friendly suggestion to this one. Any Ideas welcome.**
- 29) **In all these discussions where we were looking to be wildly ambitious about the outside space, Sarah S cautioned we need to remember that the school is currently hampered by the MAT bidding, and is unlikely to be able to make a decision about utilising Walwin or replacing prefab buildings whilst the decision is still to be made. Jo L to email Helen, with a what does the school most want from us question.**

**So, what a lot we have actually covered, there are a couple of items we can save for next meeting/next term/keep on the backburner. Sorry its so long, but please make suggestions where you can. If I have missed anything, please shout and we can add it in.**

**NEXT MEETING. Monday 16<sup>th</sup> March 2020. Location TBC**

**NB. Jo L's operation has been postponed to 6<sup>th</sup> February. Whilst there is no direct deputy whilst I am incapacitated, everyone has agreed to muck in as required.**