

SEXEY'S SCHOOL PARENT STAFF ASSOCIATION

Response to Minutes from Monday 20th January 2020

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

Apologies: Helen Cullen, 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. 7th November 2020

b) Coffee Mornings. 28th March 2020 & 12th 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.

Minutes Update – Ref Coffee Mornings, Lucy F suggests...

With regard to Coffee mornings and who donates cakes and quiches: - one idea could be to ask the parents in a particular year to do the cakes. So Y7 parents/kids for March, Y8 for December and Y9 for the one after that, etc. The likely results are a) more cakes and b) more attendees for the coffee mornings from the parental group responsible for cake baking. Non-bakers, can be invited to bring ready-mades. Essentially, it's more of a "command" to bring cakes than a request. It worked brilliantly at our primary school...

Keith can you confirm for posters that it is the usual 1000-1200 timings on 28th March?

Who is going to take on the lead for the Coffee Morning? Keith attends to assist with raffle sales, but we need Kitchen organization. Plans for food (cakes/quiches only? It finishes before lunch, how many cakes/quiches were left over last time?)

Who can source raffle prizes from outside of the PSA, we don't want to keep approaching the same businesses! Do you know anyone who can donate for this and future events?

It would be great if we could boost the fundraising aspect of this lovely community event. The Christmas coffee morning raised £190, but could potentially have been much less if PSA members all put their expenses in. We should really be able to get better attendance and make it fun. **Any ideas to add to Lucy's suggestions above?**

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? Could we ask them for permission when we speak to them and advise them they have won?

- 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. Jo L will explore and submit the request for a license, to cover the school and the PSA? Will Liaise with Keith for funds needed to pay for it.****
- 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 giving teachers a heads up as to why we are there. **Jo and Amanda B to attend.** Minutes Update – Helen confirms that letting the staff know we are going will help. She will tell staff that we are popping in to introduce yourselves and so they are aware of what the PSA are fundraising for this year.

- 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? **Liz P & ? looking into this.**
- 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. **This discussed earlier in minutes.**
- 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? How many parents knew about them?
- 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? **Jo L will look for an enthusiastic teacher to help get this implemented.**

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? Dave Hill is updating the PSA pages with anything we wish to share. Minutes Update - It would be great to ensure we have photos taken at events, key raffle prize winners should be asked for their details so we can share their win on facebook/PSA website. We could go back to prize donors with Thanks, x/y/z won your prize, we made £x, thank you for your support. More of this could be done on FB – but it relies on those at the event, to share details with Jo L, or Liz P (or both) and we can get it out there. Jo L**

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. 25th May 2020. Keith P has now booked the Hall. Could we charge for Parking on School grounds? Jo to ask Helen what she thinks. Minutes Update – The community hall has already been booked for the pack horse fair. Keith P.**

We will definitely need to think what we could do to take part in the event as it's a really good community event, we need to be seen at, whether the school and/or the PSA.

IDEAS PLEASE

- 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 & Skills in a school mail shot. Maybe you know quite a few parents already and can start from that base. We'd need to be GDPR compliant too with any data provided I suspect, with parents offering in person, to follow up with an I am happy for you to keep my details, whilst my child is at school until X date? Or similar?
- 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? **Minutes Update – Helen C,** reminded us that she gave the following suggestions at a previous meeting...

- outside shelters – something the children have all been asking for
- new curtains or blinds for the school hall – current curtains are not serviceable
- new chairs for the school hall for performances – existing chairs are uncomfortable and could improve attendance at events.
- IT trolleys with tablets on – Dave Hill is putting together a report so we know exactly what the school is looking at, what heads of departments need and will report back. Most likely for our next fundraising goal.

Having seen our passion to help improve the schools outside spaces, she feels that we should prioritise fundraising for the removal of the Prefab buildings, but could appreciate that we might prefer to go with the curtains and chairs instead.

I personally (Jo L) feel that along with the outside shelter that the children want, and the flowers and colour that we

agreed at the meeting was a priority – that we should indeed prioritise helping with removal costs of at least 1 of the prefabs. With support of all parents, this ambitious target, could be reached more easily than we suspect.

- 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 Walwin 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?** Minutes Update – Helen C has responded Curry Night a great idea, but can we leave Walwin out of it as a potential venue for this, or any other fundraising event at this time, due to the school's current position.

A small group are meeting on Tues evening about a summer event of some kind. Keeping it small at present until an idea/s are firmed up. Liz P

- 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 can't 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!**

Minutes Update - Helen C has responded – She likes the idea of this, but can we get our flowers and bulbs by donations from children/parents. She is already on the case regarding both prefab buildings and the cost to remove each one is £10,000. They have to be replaced at the time of removing and if the PSA could fundraise to help with removal costs, she would “Be Delighted” Whilst we don’t have £10k in the Bank, Can we be ingenious and find a way to fundraise and achieve this, at least help with the costs to remove one Prefab?

Vicki H & Tabitha S have formed the initial working party for this, they will update us with requirement from Children/Parents of school for donations, potential liaison with teachers to include the children in planting where possible, we will potentially mailshot separately later this week.

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.**
Minutes Update – Response to this covered above.

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.

- 30) We talked about hosting a “Gig” at school, an event where a local band might come to school (any of our parents meet that criteria?) and do a set, then some of our children get the chance to performs too (those in bands). I forgot to include this in the original minutes, and I’m a bit sketchy about who was taking this on, please remind me. Jo L

NEXT MEETING. Monday 16th March 2020. Location TBC

Minutes Update – From Lucy F. Events generally - including PSA meetings - can these be on a Friday afternoon, either before the end of school at 3.45pm if it’s eg a PSA meeting or after the end of school if its the sort of event the kids might like to also attend, eg bookstall/cake sale etc? I’m not sure how many weekly boarders there are at Sexeys, but the parents of weekly boarders are the most likely to be at the school at that time. Conversely, they are most *unlikely* to be at the school at any other time (other than Monday morning of course). So perhaps instead of a coffee morning we could have a tea afternoon?

Definitely a consideration, how do others feel about meeting/events after school on a Friday. We have a vision to include the children in more of our fundraising efforts, things they can take part in, that they would like to do, we have some good ideas for events that younger children like, school fairs, face

painting, disco night, after school cinema club... but what do our secondary school children want to take part in? Jo L

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

Minutes Update – We are looking to meet with Jamie Cullen, to discuss fundraising opportunities at his request. He feels passionately about the local schools and through his business is looking to support us.