

Minutes

Marling Parents Staff Association Regular Meeting

Held on Wednesday, 11th January 2017 at 7:30 pm

Present:

Oliver Wigley (Chair, parent)

Penny Bowen (Vice Chair, parent)

Mel Cureton (Treasurer, parent)

Marina Galkina (Secretary, parent)

Sarah Gorman (Refreshments, parent)

Rob Reid (School Staff Representative)

Louise Ratcliffe (Parent)

Graham Stanley (Governor)

Apologies:

Penny Newton, Sue Davies, Debbie Evans, Debbie Page.

Agenda Item	Notes	Action
1	Welcome and apologies: Welcome and thank you for attendance. Apologies as above.	Ask to Rob to ask the school office to ensure PSA meeting invites/agendas are sent out before PSA meetings
7	Staff requests: (pulled forward to accommodate the presenter) <ul style="list-style-type: none">- Lynn Adam presented the request for Library makeover. No work done for a number of year. Request includes support for new signage, end panels, new units. Lynn has done a research and got a quote from FG Library, expert in Library products and design, for £5000 to supply and install necessary items. Following Lynn's presentation, a discussion took place. PSA see benefits to all school students from this initiative. While PSA will not be able to support full amount, it would join in if other funding options become available. One suggested additional option was to submit an application for funding to Nationwide Social Investment Fund. Agreed to explore this option further.- Rob asked to confirm PSA support for INK magazine publication. Publishing was delayed, yet going ahead	<ul style="list-style-type: none">• Marina to send an application form.• Lynn/Rob/Penny/Mel/Oliver to review and provide necessary information• Once ready submit the application <p>School will send INK invoice to Mel for payment</p>

	<p>and previously committed funding of £120 is needed. PSA confirmed commitment to support.</p> <ul style="list-style-type: none"> - Request for support of Prefects course from Andy. Need more information to review further. - Consider 4pm/tea meeting with staff. Challenge for staff to attend at regular PSA meetings time 	<p>Rob will invite Andy to attend next PSA meeting to share more information Nobody from PSA can support at the moment due to work commitments.</p>
2	<p>Approval of minutes from last meeting and matters arising: Meeting notes from the previous meeting held on 08/11/16 signed by Oliver Wigley.</p>	<ul style="list-style-type: none"> - Marina to keep signed minutes
3	<p>Chair's updates and any constitutional items:</p> <ul style="list-style-type: none"> - Oliver handed post he picked up from 'pigeon hole' to Mel - Constitution available online is an old version. - As newer version cannot be located (folder from 14-15 not available) need to request a confirmation from Charity commission what document they have on file. 	<ul style="list-style-type: none"> - Oliver will make a request to Charity Commission
4	<p>Treasure's update:</p> <ul style="list-style-type: none"> - Mel provided an overview of latest treasury report. Report for details embedded in Appendix 1 for details. Highlights include: Funds raised from Christmas Fayre, easyfundraising, gift aid donations. Balancesheet is now showing surplus. - Briefly discussed Reserve account and asked Mel to look into it for next meeting 	<ul style="list-style-type: none"> - Mel to update at the next meeting
8	<p>Christmas Fayre Reflections: Overall successful event. Good format. Lower than expected amount raised from raffle tickets. Discussed possible reasons. One concern that boys may not have good awareness about what PSA does, may not be enthusiastic about prizes as mostly parents targeted. Discussion about how to increase student and staff awareness. Suggestion to call out about PSA support at assembly, possibly carry a survey about what activities boys may want to ask PSA to support? BBQ support from Andy was fantastic for a number of years. Andy will not be able to support moving forward. PSA may need to purchase BBQ kit to support future events. Concern with heavy loads of uniform needing to be moved to display. Consensus from all that uniform needs to be there, yet help is needed with moving the items</p>	<p>PSA to consider when planning next year fayre</p>
5	<p>Correspondence update (email, Facebook, Twitter):</p> <ul style="list-style-type: none"> - Promotions of PSA events/announcements ongoing on via Facebook & Twitter accounts - Request from Sarah to add requests for volunteers. Real shortage of volunteers for PSA events. - Emails reduced after Xmas, mostly PSA comms, request from a local charity to sell Marling second hand uniform. Feedback that logistics for moving 	<ul style="list-style-type: none"> - Oliver will post requests for volunteers. - Marina to forward an email to Debby Page and Penny

	<p>second hand uniform will not allow for that, yet sharing a list of available items and prices could be a possibility.</p> <ul style="list-style-type: none"> - Oliver informed that Dropbox account is now re-activated. Will start using it. 	Newton-Hurley
6	<p>Catering/Second Hand Uniform/Storage updates:</p> <p>Catering:</p> <ul style="list-style-type: none"> - Sarah called out challenges with recruiting volunteers, really limited availability to support catering at parents evenings. - Existing cupboard is very hot for food. Alternative solution is needed. Discussion took place about possible options. - Second hand uniform updates were read out. Real success, great efforts by Penny Newton-Hurley and Debby Page. 	<ul style="list-style-type: none"> - Rob will review with the school office and advise. - Graham would put a request for PSA storage space in the new building.
8	<p>Fundraising for the rest of the school year:</p> <ul style="list-style-type: none"> - Tribute Band update from Penny N read out. Discussion took place. Consensus that February'17 not feasible, Hopeful that will go ahead next year. - Summer Raffle tickets will be main fundraising event for the second year. - May consider Quiz night for June. Will discuss further at the next meeting. - Race night was an excellent event, yet will not be able to support due to shortage of volunteers and help available 	<ul style="list-style-type: none"> - Penny N. to enquire about future options with the tribute band. - Marina to add to agenda - Louise will check with Ruth about Race DVDs
9	<p>AOB and dates for the next two meetings:</p> <p>A number of openings in PSA. After a number of years on PSA, Penny Bowen (vice chair), Marina Galkina (secretary), Sue Davies and Sarah Gorman (refreshment co-ordinators) will step down after this year. Huge appreciation for their support.</p> <p>Dates for next meetings:</p> <ul style="list-style-type: none"> - 14th March at 7:30 pm 	<ul style="list-style-type: none"> - Penny Bowen to write to all parents inviting them to consider becoming a member of the PSA Committee as a number of long serving members will be sadly stepping down at the next AGM in June. - Marina to contact the school office to book staff room.

The meeting adjourned at 21:35pm.

APPENDIX 1



Treasurer's report
