



MINUTES

Grouville School PSA Meeting

Date 6th June 2023

In Attendance

President – Nicola Turner, **Chair** – Mike Phillips, **Secretary** - Michelle Rae, **Treasurer**- Jon Boleat
Lorraine Falle, Nina Lodwick-Campbell

Apologises –

Bella Molloy, Miss Arrowsmith and Mrs Key.

Welcome & Discussions

Mrs Turner welcomed everyone.

PSA Committee Organisation

Vice Chair Lynda La Breton and Treasurer Jon Boleat will be stepping down from their positions. Lynda would like to take on the role of treasurer in September, however we will need to advertise the roles and vote in new committee members at the AGM in September 2023.

It was discussed we would advertise the positions in the PSA newsletter.

PSA Administration

President

Mrs Turner asked that the constitution is agreed and published on the PSA website. A new Gmail account has been set up and it was agreed the old PSA email will be shut down.

Chair

Mike has put together a PSA welcome pack which will be distributed to new starters and at the induction evening.

Mike will chat about the PSA and how to get involved at the new starter's induction evening on June 21st at 6pm.

Secretary

Michelle and Nina made a start going through all the PSA files and paperwork in the PSA cupboard. Any paperwork older than 10 years has been shredded.

Nina has a lock box for any paperwork, data which needs to be kept securely.

Files have been organised into Newsletter File, Events File and a file for any Other PSA admin.

A file with survey and feedback from parents was kept, Michelle will read through, and any useful feedback noted.

A summer term newsletter needs to go out using a template similar to Nina's Pre-loved uniform newsletter.

Treasurer

Jon shared a pie chart of money raised at events over the year and it was noted that how important labelling money envelopes with events and expenses clearly so it can be allocated correctly.

Jon would like to try and set up the PSA bank account online with a debit card.

Jon will email Michelle the log in to Parent Kind.

Team Members

Lorraine shared information on Stikins name label stickers. The PSA gets a percentage for every sticker set purchased.

This needs to be launched and promoted this term.

Nina has put together a super new template for event planning with is 3 pages and include event preparation, budget, expenses, and review. This template will be added to Teams. The template needs to be completed for every event and added to Teams.

Events

PSA Pre-loved Uniform

Nina will set up for new parents at their pop in sessions on the 6th and 7th July. It was suggested we check we have plenty of small sizes for the younger children starting reception.

It was discussed and agreed that Nina will arrange with Paul from Centre Point East Holiday club to set up the Pre-Loved Uniform stall an afternoon in August, maybe between 4-5pm.

Doughnut day was a success. £230.06 was raised. There might be a credit to be added to the profit.

29 trays of Doughnuts

12 Vegan

12 Gluten Free

There maybe was not enough doughnuts but a volunteer can easily pop out to the shop too top up doughnuts if need.

Freezy Friday or Frozen Friday event was suggested by Lorraine. The PSA would sell Mr Freeze pops after school.

Mr Freeze Pops are ideal as the can be stored at ambient temperature and only need freezing the night before.

It was discussed that it would be nice to include other types of ice lollies after we have trialled the event we can expand on variety.

Christmas Fair It was discussed and agreed the PSA would alternate the summer fair and Christmas fair yearly.

Schools Out for Summer Dress down day was suggested. Using the same idea as Too Cool for School ideas of brake the rules by wearing home clothes, non-uniform shoes, coloured hair accessories etc.

It was agreed 50p for every rule broken with a £2 cap per child as it gets too expensive for families with more than one child at school.

It was discussed and agreed the event will take place on the last day of term, 21st July.

Summer Fair

Hot dogs were discussed at the previous meeting and agreed to go a head – Lorraine will source the slow cookers and costing for the hot dogs/rolls.

It was decided to purchase 400 hot dogs.

The discussion continued at this meeting, and it has been decided to purchase 500 hotdogs and 500 rolls.

It was also discussed in last month's meeting that at this year's fair – floats would be held separately and would be kept separate so we would know how much each event raised and what was spent.

Jon Boleat will organise 30 x £30 floats for the 30th June.

We will need 30 float tubs.

There are currently no volunteers for candy floss.

Add to the Summer term newsletter – Extra Raffle Tickets can be collected from the school office.

Next Meeting

Tuesday 11th July?