



# MINUTES

## Grouville School PSA Meeting

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**Date** 1<sup>st</sup> November 2022

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### **In Attendance**

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President – Nicola Turner, Chair – Mike Phillips – Vice-Chair – Lynda Le Breton  
Bella Molloy  
Lorraine Falle  
Nina Lodwick-Campbell  
Mrs Key – Teacher

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### **Apologises**

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PSA Secretary - Michelle Rae

Tracy Holloway

Ali Hand

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### **Welcome & Discussions**

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Mrs Turner welcomed everyone and introduced Mike Phillips to the PSA.

#### **PSA committee organisation**

Nicola advised that the full quorum of the committee was not in attendance. Nicola asked Mike Phillips if he knew if this would be problem and if he knew of everyone that could have a look over the original constitution documents. Nicola was also going to check if the existing class reps who attend the PSA meeting could make up the quorum.

#### **PSA Administration**

Emma Pichon did review the documents a few weeks ago this will need to be followed up again.  
Lorraine Falle passed on apologies from Ali that she was unable to attend the meeting and won't be able to attend meetings, but if the PSA requires assistance in relation to obtain grants etc she will be happy to assist.

Mike Phillips advised the meeting that he had set up a PSA Teams platform where all documents and information will be held in one place for the committee can view documents.

PSA Manuel – with all PSA related items to be collected and maintained on the PSA Teams platform and Mike with take responsibility.

Mike has offered to maintain a spreadsheet of all events, for example how much income received and what expenses the event incurred.

Mike to sit down with the school office (Sarah and Felicity) re Pay360

Summer Fair Thank you letters have been done – Mrs Key going to review them and then pass them onto either Michelle, Bella or Lynda to send out

**PSA email and Facebook Page** – Lynda advised the meeting that this is working very well and the second-hand uniform email was also working well.

**PSA Second-hand uniform** – Nina advised the meeting that she had purchased a new money box, labels, book so she can keep a record of all sales and how much she has raised per month.

Action: Lynda was going to contact the school office to confirm the current procedure re the cash collection of the second-hand uniforms.

### **Calendar of school and charity events**

Toy Sale: This event was a success, a big thank you to Bella Molley for organising the event with the help of a few parents.

Lynda has the taking and is in the process of counting the money so this can be banked by the treasurer.

### **Disco**

Lynda advised the meeting that the planning and organising was going very well.

Lynda had done a stock take of the PSA cupboard and has ordered additional items to sell at the disco

Nina had ordered the drinks and crisps, and these are going to be delivered to the school on Thursday 10 November 2022.

Lynda and Bella are going to arrange a get together to bag sweets for the event

Nina has also ordered the donuts and they are also going to be delivered to the school on the morning of the 11 November 2022.

The Volunteer Link has gone out by email and on the PSA Facebook page and the up take is going well – it was noted that Year 5 and Year 6 could do with more volunteers

Lynda is going to produce a list of jobs that need doing on the evening of the disco

Lynda is going to produce tokens for the crisps and drinks

Lynda is going to ask the school office to produce stickers for the PSA helpers on the evening of the event

Lynda is going to email the school office for a list of children that have signed up to attend the disco so we can ensure we have enough items to sell and enough volunteers on the night

Lorraine Falle is going to contact the class reps to see if they can assist with asking parents to volunteer for the disco

The safety of the children arriving, and exiting was discussed again, and Nicola had been thinking the best ways we can achieve this. Nicola advised the meeting that she thought of the idea, that when each session has ended that the children would sit on the floor and remain there until their parent(s) guardian(s) would enter the hall to collect them and then they would leave through the back doors of the hall. This way the children arriving for the next session would arrive and sign in using the front door. Any children from the previous session still sitting on the floor will be taken a side until their parent arrives.

It was also advised that the two back doors of the hall will be manned by the PSA to ensure no children leave the hall on their own.

The PSA Facebook page will be updated with this information, as well as an email sent to the volunteers who have signed up of what the course of action is going to be on the night of the disco. Lynda Le Breton is going to deal with this.

### **Half Term Craft Competition-**

This was raised, as some of the entries have been arriving into school.

Lorraine has offered to come into the school to display the entries, take photos and arrange for them to be judged and who the winners will be

The PSA Shed was discussed and it has been decided that it requires a good clear out, all books and dressing up items will be kept and everything else will be either thrown away or donated to charities.

## **Christmas Events**

Nina suggested a book advent calendar – Nina and Lorraine are going to investigate this further

Christmas Jumpers Sale and Used Second Hand Uniform Sale

A poster has kindly been prepared by Bella, Lynda has posted this on the PSA Facebook Page and the school office has emailed this out, asking for donations of Christmas items of clothing to be donated to the school office.

A final date had not been agreed but this will be in December and the children can wear Christmas clothes on the last day of term.

A Christmas craft fair, has been parked for this year – but the PSA would like to make this a big event for next year.

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## **Next Meeting**

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Tuesday 6<sup>th</sup> December 2022 4pm