



MINUTES

Grouville School PSA Meeting

Date 22nd November 2022

In Attendance

President – Nichola Turner, **Chair** – Mike Phillips, **Vice-Chair** – Lynda Le Breton, **Secretary** - Michelle Rae
Mrs Key, Bella Molloy, Lorraine Falle, Claude Pichon and Nina Lodwick-Campbell

Apologises

Tracy Holloway

Welcome & Discussions

PREVIOUS MEETING ACTIONS AND TO DOS.

- Emma Pichon has looked at the Original Constitution documents. If we want to amend anything we would need to have an extra meeting in the New year.
- Bella added that something about the PSA constitution would be good on the school website PSA page.
- Mrs Key will give the Summer Fair thank you cards to Michelle Rae to send out to all the companies that donated to the Summer Fair.
- Nina has spoken to school secretaries and has asked to be kept informed and given any money regarding preloved uniform so she can an account for it.
- Cash collection procedure for events. Cash is collected put in an envelope with event name and sent to Jon Boleat.
- Half term competition winners have been announced and prizes organised.
- Toy sale money has been handed in to be given to Jon Boleat.

OTHER

TEAMS

It was discussed that Teams should just be for Committee members to add PSA documents. Event Risk assessments, policies and Procedures should be added to Teams.

PSA ACCOUNTS

It was agreed that money made at individual events should be counted and noted before handing to Accounts so we can ensure we have an accurate tally of how much each event raised and make Jon Boleat job easier if every event is pre counted and put in an envelope label with the events name.

MINI PSA

Mike and Lynda meeting the mini-PSA.
Mini PSA to organise Name the Snowman.

UNDERWEAR

PSA to donate pants to the spare uniform cupboard for School to use should a pupil need them.

HOT DOG DAY

A date for next term needs deciding.

DISCO REVIEW

The event was a great success.

The Entry and Exit System went well.

Order extra doughnuts as parents who stay buy them too.

Can always order extra and use any left-over toys and sweets for other events.

Water went down well

More 50p in the Floats can ask Jon in advance or Mrs Turner has a PSA float of £32

For a more detailed review of the event, we have a Disco Notes document on Teams which lists set up, feedback, what to do next time and a list of tidy up jobs.

A copy can be emailed to anyone on request.

TO DO

CHRISTMAS JUMPER AND PRELOVED UNIFORM SALE

- **Tuesday 6th December at 2:30pm.**
- Nina will take the lead on this and ask if she needs any help.
- Bella will add date and details of sale to Flyer
- Send out on Parents What's app, PSA Facebook **Preloved Christmas jumper wanted**

FATHER CHRISTMAS VISITING

- Friday 9th December
- Grace decorating the Santa's grotto and trees in school.
- PSA to organise a tub of celebrations or similar with NO NUTS for the children to take one whilst they wait to see Santa.
- Children watch a movie in the octagon whilst they wait, U certified and TEST the equipment before the day.
- All year groups have Christmas presents.

PSA WRAPPING PARTY

- Date Tuesday 6th December
- Venue – School
- Invite Class Reps
- Bring a dish or crisps etc and a drink.
- Time?

MIKE

- to meet with School secretaries Felicity and Sarah regarding Pay360.
- will chat to Jon about the accounts side of the PSA.
- Expense form to Nina please.

MICHELLE

- Get exact number of children in each year group for Santa presents and check there is enough presents for every year group.
- Get a box of chocolates for Santa's waiting area
- to add preloved uniform email to every newsletter

LYNDA

- Buy Pants for spare clothes for school. 3-5 years and 5-7 years.

Next Meeting

- Can Class reps make up the committee quorum?
- Do we want to change anything on the original PSA constitution commitments statement?
- Add our fundraising goal and current amount to the foot note of Newsletters.

- Update PSA page on school website