



MINUTES

Grouville School PSA Meeting

Date Tuesday 4th October 22 – 6pm

In Attendance

School Head – Nichola Turner, **Chair** Position Vacant, **Vice Chair** -Lynda Le Breton

PSA Secretary – Michelle Rae, **Year 4 Teacher** – Mrs Galvin, Nina Lodwick-Campbell, Bella Molloy, Emma Pichon, Leah Buesnel-Sharpe, Ted Sharpe, Grace Phillips, Tracy Holloway and Maria Couto

Apologises

Lorraine Falle

Welcome & Discussions

Mrs Turner welcomed everyone and introduced new attendees.

PSA committee organisation

Chair position is still vacant, as a registered charity we must have people in Key Positions.

The PSA Committee cannot continue to operate without a Chair.

The Chair position can be a shared position between volunteers.

ACTION – To advertise the role of Chair in the next newsletter and create a flyer about the role.

Look at alternative models for a school PSA.

PSA Administration

It was suggested that any new attendees who would like to join the PSA Committee What's app group, leave their mobile numbers with Lynda Le Breton.

PSA Manuel with all PSA related items to be collected and maintained to hand over.

ACTION – who should take responsibility for the Manuel?

PSA email and Facebook Page. Second hand uniform email is being monitored by our school secretary Sarah Day-Crawford

Lynda Le Breton and Lorraine Falle have volunteered to take responsibility for the second-hand uniform shop and would like to manage the email when it can be sorted by the education IT people.

ACTION – Mrs Turner is investigating how to change the ownership of the email to Second-hand uniform shop volunteers Lynda and Nina. Or create an email outside of the restrictions within school email procedures.

Calendar of school and charity events.

Toy Sale

Wednesday 19th October 2:30-3:30 in the main playground. Set up from 1:45.

Organised by Bella Molloy, Nina Lodwick-Campbell, with the help of Lynda Le Breton and possible Lorraine Falle.

Mrs Turner mentioned the Year 6s would help but will need to leave at 3pm.

Disco

Lynda Le Breton and Michelle Rae will take the lead organising the school disco with help from Bella and other Volunteers.

Friday 11th November, DJ Nelson is booked and will set up from 3pm.

The year group session will run as previously

Lynda will do a stock check of the PSA cupboard for sweets and resources left over from previous events.

If needed Amazon order details as soon as possible to the school secretaries

Bella will create an email to parent with disco information and organise the volunteer link.

The Volunteer link was discussed and whether to list disco jobs and task or just share the duties on the day.

It was decided to request volunteers and at the sessions share out job in the briefing.

Lynda would like a list of Disco Jobs.

Mrs Turner added the importance of a clean-up team at the end of the event to Hoover, clean bathrooms etc.

The safety of children arriving and exiting was discussed. Bella Molloy suggested arriving through the main door and exiting through the back door.

Mrs Turner explained that there have been many systems tried and the previous disco system looked busy, but it seemed to work well. There are issues with using a different exit if it is raining or because it will be dark.

It's important that parents of younger children stay at the disco as although the disco sounds fun to children they may find the darkness, disco, light or noise over whelming.

On the day it will be important to have a close eye on the main door welcoming year group children to ensure no children exit unaccompanied. Mrs Turner and other PSA committee members will be monitoring this.

There was a signing in sheet could also be used to sign the children out.

It would be good to review this again after the disco to assess and discuss improvements.

The charity event children in need was discussed and will be up to the school council to decide if we will participate this year.

Pumpkin and Scarecrow competition was discussed but requires more thought to how it can be organised. 400 Pumpkins could attract rodents and pests.

Tracy Holloway suggest Monday 31st October as a good date to hold the event so children and parents have the Half term to create their pumpkins.

Children arrive with their pumpkins to be displayed around school and taken away at the end of the day.

Various categories for winners. Prizes would need to be organised.

I think the idea will be parked for more planning and maybe try for next year.

Other event favourites and suggestions were discussed.

Hot dog day before end of Autumn term. Nina Lodwick-Campbell and Lorraine Falle to take the lead and organise.

It was discussed whether hot dog days are the healthiest of choices for a fundraiser and whether we could look at healthy alternatives.

The waste of the hot dogs or bread was discussed as some children will only eat the hot dog or just the bread.

Michelle suggested a survey to parents as members of the PSA they could share their opinions and ideas.

Pyjama Day, Dress Down Day, Christmas Jumper Day, Christmas Scavenger Hunt, cake sale, Christmas fair and Car boots on a Sunday.

TO BE ACTION

Mrs Turner will inform Little Giants after school club the hall will be needed for the disco.

Bella Molloy will email with disco information and a disco flyer for parents. Organise Volunteer Link.

Michelle Rae to double check session times and share with DJ and speak to secretary about school accounts for ordering drinks and crisps for the disco.

Lynda Le Breton to do a stock take of sweets and resources in PSA cupboard.

Nina will organise and buy doughnuts

School secretary will email Disco information when ready with Pay 360 link.

Amazon order if needed as soon as possible given to the school secretary.

Disco Will the tables be set up in the hall or outside the hall?

Token for crisps and drinks?

Waiting area for children with volunteers, library with an adult reading a story etc.

There was a signing in sheet for the previous disco which could also be used to sign the children out.

Class Representatives.

Emma Pichon and Leah Busnel Sharpe have volunteered to be class representative for Nursery and need to be added to the Class representative What's app group.

Year 5 need a representative.

Other

Lynda Le Breton to show Nina Lodwick-Campbell where the uniform is kept in school.

Who adds new class representative volunteers to the What's app group?

Summer Fair Thank you cards. Michelle Rae to catch up with Mrs Keys and help if needed.

PSA display boards of different events with photos.

Photo are taken by the school staff only.

Next Meeting

Tuesday 1st November 2022 6pm