



# Glen Hills Primary School

## PARENTS & STAFF ASSOCIATION

**Head Teacher: Mr T J Sutcliffe**

**Head of School: Mrs R Wesley**

PSA Management Committee

Chairperson: Gaynor Coleman

Vice Chairs: Sarah Newton, Jenny Scott, Michelle Small

Treasurer: Carol Johnson, Vice Treasurer: Andrea Pala

Secretaries: Louise Clark, Anna Prince, Carly Wilson

Registered Charity Number: 1073560

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## PSA meeting Tuesday 4<sup>th</sup> October 2016

**Present:** Gaynor Coleman, Michelle Small, Amy Smith, Carol Johnson, Helen Hart, Lisa Horton, Chris Matthews, Rachel Nutbrown, Andrea Pala, Georgina Armour-langham, Boe Mistry.

**New members:** Hannah Bishop, Julie Bolam, Becca Camp

**Apologies:** Sarah Green, Vicky Grage, Hayley Faulkner, Louise Clarke, Sarah Walters, Lynn Andrews, Sarah Newton,

Gaynor welcomed everyone and everyone introduced themselves. Gaynor discuss ways of contact and a form is sent round asking for email/phone numbers and preferred way of contact.

### Past Events

**Leavers disco:** went well – Dominoes pizza gave a hefty discount, Thank you letter has been sent.

**Freezer pop Friday's** – Gaynor thanks those that helped at the FF sales.

Can we do freezer pop Friday in September? As its still warm. Also start earlier – May/June?

General consensus is Yes but depends on volunteers Will revisit nearer the date.

**The Fate!** In the rain! Gaynor thanks everyone for their help with this year's fate, despite the rain it was a roaring success.

Andrea will prompt re:£700 donation from stall match fundraising through Santander

### Feedback

Prices were too low, entrance prices could be raised, food prices could be raised and the prizes were very generous – suggestions that raffle tickets could be prizes. Wire game could be a "one winner" competition.

Lots of supplies left for next year's event which will reduce out lays.

Other local PSA events have no external stalls, they manage all stalls with a rota of parent helpers – Carol suggested the possibility of a fete team force that can be working in the back ground all year round. Becca Camp has connections with the local scouts and may be able to borrow equipment and games. She will make some enquiries.

A big thank you to Mike Cole for cooking the Pulled pork.

Amy thanks Gaynor and all helpers for their efforts at the fete.

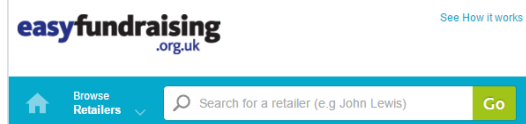
The possibility of a Letter to parents who can't bake/ do activities but can offer a monetary donation instead was discussed, Amy will discuss this with Mr Sutcliffe and Mrs Wesley.

The possibility of a Parents lottery was discussed or the Bonus ball square? Something to consider and revisit.

School council send thanks four our contribution to the repairs of the pirate ships. It turned out to be a much bigger job than anticipated but all works are now completed.

### Upcoming

**Christmas care designs:** All the Christmas card designs are completed and have been sent off, the templates will need sorting ready to go home, Helpers required to sort ready to order. All cheques will need name and class on the back in-case of payment problems. Parent pay was discussed as a payment option but not yet an option.



Amy offered Year 5 children for jobs if we need help sorting orders/sweets etc...

**Cake sale Fridays 14<sup>th</sup> October** – plates need to be sent out 7<sup>th</sup> October, Lynne and Kym will sort these. Helpers required for the setting up/labelling of cakes as well as the actual selling.

**AGM November 2<sup>nd</sup> 7pm** everyone welcome!

### **Halloween Disco 27<sup>th</sup> October**

Gaynor to book the disco

Times are : 5.45 – 6.45 pm (yrs1-3) 7 – 8pm (yrs 4-6)

Gaynor will ask Hayley if she is able to do the tickets. Letter to go out 14<sup>th</sup> October

Need a tuck run – Carly is able to do this, Sweet bags - Sarah Green is able to do these,

Glow sticks – Gaynor will order these

Help needed on the night to set up/clear up decorations and to supervise both discos

### **Shopping night-Date set for 18<sup>th</sup> November 7-830pm.**

Letter to go home with information and stall registrations.

### **Carol singing – 12<sup>th</sup> December 6-8pm.**

More details to follow at the AGM

### **Christmas disco 1<sup>st</sup> December**

5.45 – 6.4pm5 (4+ yrs 1 & 2 ) 7-8pm( yrs 4 – 6 )

Please keep a look out for selection boxes on sale at good prices.

Gaynor to send home a PSA 'Dates' letter.

Spelling bee cancelled due to no interest.

### **Funding request**

A new CD requested for discos, Gaynor will purchase. No other funding requests.

### **AOB**

DBS checks required for new comers, forms taken away. Those with a DBS to bring in for school records.

Daytime meetings were discussed so that more people can attend due to work commitments, something to consider in future.

Jenny Scott sends her apologies as she is stepping down from the Psa due to personal commitments.

PSA board – A few parents have mentioned the Psa board needs updating, Michelle happy to continue with this. Help offered if required.

Gaynor to send information of Psa events/dates to Amy to go on outside screens

Amy – allergies – how to manage @ PSA events? Do we need to ask on permission letters about food allergies?

**Date of next meeting and AGM Wednesday 2<sup>nd</sup> November 2016 in the staff room 7pm**



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