

Ashley Down Primary School
Downend Road
Bristol
BS7 9PD



PSA Meeting
Thursday 17th January 2019
Minutes

Attendees: Nicole Kruyse (Chair), Alison Gilleard (Secretary), Hannah Waterhouse (Treasurer), Ailsa Peron, Lucinda Howes, Ming-Li Bogue

Apologies: Sandra English (Events), Morwenna Sanders (Comms)

Finance Update

Sandra has completed the finance reconciliation and is ready to send the report/details to the Charity Commission.

Events Update

The Christmas Fair raised £4,300 profit for the PSA, will be included in the school newsletter.

Grandparents Day was a great success and there is good support to have another event for the next school year.

Events agreed for the rest of the year:

- Quiz night: Thursday 7th February. Another to be arranged for May.
- Film night: TBC
- Disco night: March TBC. Will be held in the Hall at Horfield United Reform Church on Muller Rd, they have confirmed they can organise event as per previous years. One for Infants from 4.00-5.00pm and Juniors 5.30-6.30pm. Each child attending will need an adult to supervise.
- Family Fun Day: June TBC. There will be bouncy castles, music/band, BBQ (meat and veggie), food for kids will be items in a bag similar to what you could get at the Zoo/We The Curious. A committee will be needed to manage the set up and running of the event. A 'shout out' for volunteers to be included in the school newsletter.
- Octoberfest: 18th October. Social event for parents - burger and a beer - details TBC.
- The above events to be advertised via the school newsletter, classlist and facebook.

Action - MS

Ashley Down Primary School
Downend Road
Bristol
BS7 9PD



A.O.B

Protocols are being put together by Ailsa Peron and these will document procedures for the running of the PSA and will include finance, comms, and events. It was agreed that these should be kept centrally for ease of access, and the committee will use Google Docs to file the protocols and other relevant documents/minutes. These would also be saved to 2 USB's – one for the Chair and the other to be kept at the school reception. **Action – All**

The school has entered into a partnership with Elephant Estate Agents for 2019. If any friends or family of our school markets and sells their property via Elephant, they will donate £200 towards the redevelopment of the junior playground. Details will be in this week's school newsletter.

Class Reps for 2019/20: Rather than wait until school starts in September, it was agreed that a 'shout out' for parents to volunteer would be included in the June newsletters before the end of year term. **Action - MS**

Next meeting

Thursday 28th February: details to be sent out by Ali Gilleard

Ashley Down Primary School
 Downend Road
 Bristol
 BS7 9PD



PSA Meeting - Actions

Meeting	Discussion	Action	Responsibility	Update
17.01.19	Events	<p>Events agreed for the rest of the year:</p> <p>Quiz night: Thursday 7th February. Another to be arranged for May.</p> <p>Film night: TBC</p> <p>Disco night: March TBC. Will be held in the Hall at Horfield United Reform Church on Muller Rd, they have confirmed they can organise event as per previous years. One for Infants from 4.00-5.00pm and Juniors 5.30-6.30pm. Each child attending will need an adult to supervise.</p> <p>Family Fun Day: June TBC. There will be bouncy castles, music/band, BBQ (meat and veggie), food for kids will be items in a bag similar to what you could get at the Zoo/We The Curious. A committee will be needed to manage the set up and running</p>	Mo Sanders	

Ashley Down Primary School
 Downend Road
 Bristol
 BS7 9PD



	<p>of the event. A 'shout out' for volunteers to be included in the school newsletter.</p> <p>Octoberfest: 18th October. Social event for parents - burger and a beer - details TBC.</p> <p>The above events to be advertised via the school newsletter, classlist and facebook.</p>		
A.O.B.	<p>Protocols are being put together by Ailsa Peron and these will document procedures for the running of the PSA and will include finance, comms, and events. It was agreed that these should be kept centrally for ease of access, and the committee will use Google Docs to file the protocols and other relevant documents/minutes. These would also be saved to 2 USB's – one for the Chair and the other to be kept at the school reception.</p>	All	
A.O.B.	<p>Class Reps for 2019/20: Rather than wait until school starts in September, it was agreed that a 'shout out' for parents to volunteer would be included in the June newsletters before the end of year term.</p>	Mo Sanders	

Ashley Down Primary School
 Downend Road
 Bristol
 BS7 9PD



23.10.18	Finance	Hannah will be doing the handover with Sandra the week after half term.	Hannah Waterhouse Sandra English	Completed
	Finance	Problems with logging onto My Donate: Sandra to send details to Ali, who will contact and follow up with My Donate.	Sandra English Ali Gilleard	Completed
	Comms	PSA update in newsletters: Nicole to advise Mo when this is needed for the next newsletter. Mo to then forward the PSA update to Nicole, who will send to Amy Sood for review.	Nicole Kruysse Mo Sanders	Completed
	Comms	It was agreed that it would be beneficial for the minutes from our meetings to be added to the PSA website.	Mo Sanders Ali Gilleard	Ongoing