

Ashley Down Primary School  
Downend Road  
Bristol  
BS7 9PD



**PSA Meeting**  
**Tuesday 23<sup>rd</sup> October 2018**  
**Minutes**

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Attendees: Nicole Kruyse (Chair), Alison Gilleard (Secretary), Hannah Waterhouse (Treasurer), Sandra English (Events), Morwenna Sanders (Comms), Lynne Skinner, Nicola Davies, Ming-Li Bogue, Martin Sanders

Finance Update

Hannah will be doing the handover with Sandra the week after half term. **Action – HW, SE**

There are problems with logging onto the My Donate website so we are unable to view details and donations online. Sandra to send details to Ali, who will contact and follow up with My Donate. **Action – SE, AG**

Comms Update

Mo would like to see more planning and comms to be more streamlined, e.g. events would have one form of communication with no more than 2 reminders. Also to have a weekly comms with updates from class reps.

It was agreed that the PSA should have an update in the school 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. **Action – NK, MS**

It was agreed that it would be beneficial for the minutes from our meetings to be added to the PSA website (to be uploaded as a PDF document). **Action – MS, AG**

There was a discussion on whether each PSA role should have their own email address, which would be in addition to the main contact email (one for chair, secretary, finance, comms, events). It was agreed that we would consider at a future date.

Events Update

Quiz Night will be on Thursday 15<sup>th</sup> November at 7.30pm. Details will be included in the next school newsletter.

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Kids Christmas Film night will be on Thursday 20<sup>th</sup> December at 6.00pm. Free entry with drinks and snacks available (no alcohol). Details of film TBC.

Christmas Fair and Tree Sale 8<sup>th</sup> December. Refer to the event plan for updates.

#### Next meetings

Christmas Fair meeting: Wednesday 7<sup>th</sup> November at 7.30pm at Café Grounded

Christmas Fair meeting Wednesday 28<sup>th</sup> November at 7.30pm (venue tbc by Ali Gilleard)

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### PSA Meeting - Actions

Meeting	Discussion	Action	Responsibility	Update
23.10.18	Finance	Hannah will be doing the handover with Sandra the week after half term.	Hannah Waterhouse Sandra English	
	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	
	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 Kruyssen Mo Sanders	
	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	