

Ashley Down Primary School
Downend Road
Bristol
BS7 9PD



PSA Meeting
Thursday 28th February 2019
Minutes

Attendees: Nicole Krusse (Chair), Alison Gilleard (Secretary), Hannah Waterhouse (Treasurer), Ailsa Peron, Lucinda Howes, Ming-Li Bogue, Fliss Hurst-Boyle, Richard Macpherson

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

Finance Update

Commission of £435 has been received from the sale of the children's Christmas cards.

Future spend agreed: World book day and Playground refurbishment – Juniors, Infants Boat, and Infants Sandpit.

Events Update

- Bedtime story evening on Tuesday 5th March: Nicole can help from 5.00-5.45pm and we need to do a 'shout out' for more volunteers.
- Quiz night: Thursday 28th March confirmed. Another to be arranged for May. Mo to include in the school newsletter and event to be added to classlist and facebook.

Action – MS

- Film night: Thursday 9th May. Tickets to be sold in advance, drinks for adults to be included with the suggestion that Pizarrova could sell pizzas. Fliss to contact Pizarrova re if they are interested. **Action – FHB**
 - 5.30pm Arrive
 - 5.45pm Refreshments and pizza available to buy
 - 6.00pm Film starts
 - 6.45pm Interval for 15 mins
 - 7.45pm Film finishes

Mo to include in the school newsletter and event to be added to classlist and facebook. **Action – MS**

Ashley Down Primary School
Downend Road
Bristol
BS7 9PD



- Disco night: 29th March - Nicole to confirm. 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.
 - Infants from 4.00-5.00pm
 - Juniors from 5.30-6.30pm

Each child attending will need an adult to supervise. Tickets to be sold a week in advance by Class Reps. Volunteers will be needed to help with manning the door (as with previous years). Mo to do a 'shout out' in the school newsletter. **Action – MS**

- Family Fun Day: June 22nd confirmed. Tickets to be sold in advance and on the day of the event. 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 and to include: food, facepainting, bouncy castle. Details and a 'shout out' for committee/volunteers to be included in the school newsletter. **Action – MS**
- Octoberfest: 18th October. Social event for parents - burger and a beer. Ming-Li to confirm timings and if Horfield Parish Church Hall can be booked. **Action – MB**

A.O.B.

With My Donate closing at the end of June we need to find an alternative for parents to donate to the school. To consider: needs to be easy for parents to donate, ability to set up regular and one-off donations, anonymous, and easy for it to be managed on our bank account. Hannah to look at options available. **Action – HW**

It was agreed that it would be good to put another shout out on the newsletter re Elephant Estate Agents - to capture this time of year which is popular with people starting to think about selling/buying houses. [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.] **Action – MS**

Classlist: Currently the PSA is using classlist and facebook when sending out comms to parents and it was agreed that facebook is not ideal for private discussions and not all parents use facebook. The school is moving towards using classlist as one of the main forms of comms and it was agreed that we should adopt the same for the PSA. Proposal that from the new school year in Sept (2019/2020) the PSA facebook page will be closed and parents who currently use the PSA facebook page will be notified in June. Nicole to speak with Amy Sood to discuss further and before communicating to parents. **Action – NK**

Ashley Down Primary School
Downend Road
Bristol
BS7 9PD



The Botanical Gardens will be rolling out a scheme to teach KS1 and KS2 staff (teachers/teaching assistants) some gardening skills which would enable them to incorporate into school learning. Cost will be £90 per person or £170 for 2 people, and it was agreed that this would be beneficial for the school and children, and the PSA could put forward the funding. Fliss to forward details to Nicole. **Action – FHB/NK**

The After School Club missed out on a 'Friday cake sale' as the school was closed due to the snowy weather. Nicole to confirm another date for their cake sale. **Action – NK**

Next meeting

Thursday 14th March: to discuss the Disco being held in March and details to be sent out by Ali Gilleard

Ashley Down Primary School
 Downend Road
 Bristol
 BS7 9PD



PSA Meetings- Actions

Meeting	Discussion	Action	Responsibility	Update
28.02.19	A.O.B	With My Donate closing at the end of June we need to find an alternative for parents to donate to the school. To consider: needs to be easy for parents to donate, ability to set up regular and one-off donations, anonymous, and easy for it to be managed on our bank account. Hannah to look at options available.	Hannah Waterhouse	
28.02.19	A.O.B.	It was agreed that it would be good to put another shout out on the newsletter re Elephant Estate Agents - to capture this time of year which is popular with people starting to think about selling/buying houses. [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.]	Mo Sanders	
28.02.19	A.O.B.	Classlist: Currently the PSA is using classlist and facebook when sending out comms to parents and it was agreed that facebook is not ideal for private discussions and not all parents use facebook. The school is moving towards using classlist as one of the main forms of comms and it was agreed that we should adopt the same for the PSA. Proposal that from the new school year in Sept (2019/2020) the PSA facebook page will be closed and parents who currently use the PSA facebook page will be notified in June. Nicole to speak with Amy Sood to discuss further and before communicating to parents.	Nicole Kruysse	

Ashley Down Primary School
Downend Road
Bristol
BS7 9PD



Meeting	Discussion	Action	Responsibility	Update
28.02.19	A.O.B.	The Botanical Gardens will be rolling out a scheme to teach KS1 and KS2 staff (teachers/teaching assistants) some gardening skills which would enable them to incorporate into school learning. Cost will be £90 per person or £170 for 2 people, and it was agreed that this would be beneficial for the school and children, and the PSA could put forward the funding. Fliss to forward details to Nicole.	Fliss Hirst-Boyle Nicole Krusysse	
28.02.19	A.O.B.	The After School Club missed out on a 'Friday cake sale' as the school was closed due to the snowy weather. Nicole to confirm another date for their cake sale.	Nicole Krusysse	
17.01.19	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.	All	
17.01.19	A.O.B.	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.	Mo Sanders	

