

Ashley Down Primary School
Downend Road
Bristol
BS7 9PD



PSA Meeting
Thursday 9th May 2019
Minutes

Attendees: Nicola Kruyse (Chair), Alison Gilleard (Secretary), Hannah Waterhouse (Treasurer), Ailsa Peron, Ming-Li Bogue, Lucinda Howes, Sandra English, Catherine Rymell

Apologies: Morwenna Sanders (Comms)

Actions

Classlist 28.02.19: For the new school year Sept 2019 it was agreed to change the name of facebook and classlist groups to 'Ashley Down School Families'. Comms to be sent out after the Fun Day. **Action – MS**

Botanical Gardens garden scheme 28.02.19: Nicole to check with Fliss if this is still available. **Action – NK**

Class reps 17.01.19: It was agreed we need 2 volunteers per year. Mo to include in June newsletter and Lucinda to do a 'shout out' on the Reception (Sept 2019) facebook page. **Action – MS, LH**

Disco

It was agreed to have discos the second week of November 2019 and end of March 2020.

Protocols:

- For Ashley Down pupils only.
- Year group only with no siblings.
- Infants (4.00pm to 5.30pm).
- Juniors (5.45pm to 7.15pm).
- Entry with a ticket.
- Tickets different colour for infants and juniors.
- Tickets divided evenly between classes.
- Class reps to promote within their year group but not to sell tickets.
- Tickets to be sold one week before on a 'first come first served' basis. A table to be set up in the school with two people manning the table to sell the tickets during drop-off and pick-up.

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Quiz night

Next quiz night proposed for 4th July.

1. Ailsa to confirm if Alex is free on this date to run the quiz. **Action – AP**
2. Nicole to check that we can book the school and apply for TEN. **Action – NK**
3. Once the date is confirmed and TEN is being applied for - Mo to send out a comms and add events on classlist and facebook. **Action – MS**

Finance

It was agreed that for any work in the school that is being paid for by the PSA (e.g. sandpit) we need to get three quotes. This will ensure we get the best value for money.

Family Fun Day 22nd June, 12.00-2.30pm

The following people agreed to oversee and co-ordinate:

Layout (gazebo, tables, chairs, set up, tidy up)	Ailsa Peron
Publicity, comms, posters, cake sales	Mo Sanders and Catherine Rymell
Ticket sales	Ali Gilleard
Raffle tickets (3 prizes and sold on the day)	tbc*
Finance (money, floats)	Hannah Waterhouse
Food for adults	Sandra English and Ailsa Peron
Food for children	Ming-Li Bogue
Music (to include school choir)	Sandra English
Decorations	Catherine Rymell
Volunteers for bouncy castle and facepainting	Lucinda Howes
Alcoholic drinks	tbc**

*Raffle tickets: we need someone to manage sales, tickets will be sold on the event day only. Mo to do a 'shout out' on the newsletter, facebook and classlist.

**Alcoholic drinks: suggestion to have Helen Keen and Linda Smiles as per last year.

The next meetings will be on June 6th and June 13th at 7.30pm. These will be to specifically plan the fun day and details to be added to facebook and classlist. **Action - AG**

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Events

Octoberfest: Ming-Li has booked the Church hall from 7.30 to 11.00pm. Mo to include in newsletter and add details/events to facebook and classlist. **Action – MS**

A.O.B.

Ice lolly sales in summer: we need reliable storage to enable us to do more sales and therefore to sell more lollies. Mo to put a 'shout out' on the newsletter. **Action – MS**