



## **Rhodes Avenue PSA Committee Meeting**

**Date: Wed 18<sup>th</sup> September 2024**

**Time: 9am, Headteacher's Office**

**Present: Aarti, Addy, Alison, Effie, Gigi, Giulia, Nadia**

**Apologies: Bee, Chi-Chi, Erika, Kelda, Lisa, Pavla**

### **1. September Updates**

#### **Money raised in Summer 2**

Summer Fair Total = £11,300

Summer Bars at Performances Total = £840

**Total = £12,140**

*Just Giving Totals not included above. To be included in AGM Report October 2024.*

Thank you to everyone for your contributions to raising this incredible amount.

### **2. Diary Dates**

Weds 18/09/24 - Welly Wednesday

Fri 20/09/24 - Coffee morning

Fri 11/10/24 - Quiz Night

Weds 16/10/24 - PSA Annual General Meeting

Mon 21/10/24 - Halloween Costume Sale

Fri 25/10/24 - Halloween Dress Up Day and Cake Sale

Thu 21/11/24 - Xmas Jumper Sale

Sat 30/11/24 - Winter Event (for children)

Tue 10/12/24 - Santa's Grotto for EYFS & KS1

Sun 09/03/25 - Jumble Sale

Sun 22/06/25 - Summer Fair

### **3. PSA Reps 2024-25 Update**

Thank you Addy for chasing up and updating details and thank you Kelda for updating the PSA Reps WhatsApp. PSA Team will chase up missing details for 7 classes and forward to Addy. Welcome Info for reps (and additional info for Y6) will be sent out via the rapsa reps email this weekend.

#### **4. Communications**

PSA Class Reps have been reminded that parent WhatsApp groups are not the responsibility of the school or its staff. They have been reminded: that if photos are shared in the group, to ensure that they are not shared outside of the group or on social media; to not pass on phone numbers or other personal details of members of the group without securing permission first; and to **ensure that the Class WhatsApp is used respectfully.**

The PSA Committee are also reminded to ensure that all communications with parents and each other are respectful and that permission is secured before sharing photos or personal details.

#### **5. AGM, New Recruits and Role Changes**

The AGM takes place on **Wednesday 16<sup>th</sup> October, 7pm.** All Committee Members are expected to attend. The charity trustees will step down and voting in of new or continuing trustees will take place.

Alison (Chair) and Chi-Chi (Secretary) will step down as trustees and from the Committee. Addy (Rep Co-ordinator) and Erika will step down from the Committee.

A Committee member has expressed an interest in becoming the Rep Co-ordinator. A Committee member has expressed an interest in becoming Chair further down the line.

Alison will send out information next week to parents about trustee and committee vacancies and requests for parents to fill these roles. The agenda for the AGM will also be sent out next week.

Effie will have the financial reports ready and Effie and Alison will put the presentation together on how money has been raised, what money has been spent on and priorities for fundraising for the coming year.

#### **6. Autumn Fundraisers Before AGM**

##### **Welly Wednesday**

Thank you to the team for getting ready for this and for offering to help this afternoon. The welly table will be available for parents from 3pm for parents to find a new pair and make a donation to the school. Left over wellies will be offered to nursery and reception or kept for the jumble sale.

##### **Coffee Morning**

Alison will do initial set up from 8:15. PSA Team to come to the hall straight after drop off to help finish set up if available. PSA Team to support with drinks, cake and chat during the event. This is a lovely opportunity to meet new parents and catch up with familiar faces.

##### **Quiz Night**

To be planned as last year as far as possible to keep it as simple as possible for the PSA Team. Alison to update plans and send out to the PSA Team next week.

#### **7. Autumn Fundraisers After AGM**

##### **Halloween**

Costume sale, dress up day and cake sale to be run as in previous years.

## **Winter Fundraisers**

To be planned out at next committee meeting.

Decision finalised to not hold a Winter Craft Fair. Decision made, however, to keep the date and Witham Hall booked in the school diary and to run an alternative Winter Fundraiser in its place as a ticketed event for children, such as a Xmas/Winter movie, disco, or craft making.

Luke confirmed as Santa for morning of 10/12 for the grotto.

PSA Team would like to hold a winter raffle again as it raises a lot of money. Last year's raffle was a lot more work than in previous years but was particularly successful.

## **8. A.O.B.**

### **Asda Cashpot**

Parentkind – a charity that supports PTAs – have partnered with Asda to set up a 'Cashpot for Schools' initiative. Rhodes Avenue PSA is a member of Parentkind so we have signed up to this to raise money for our school. Asda gave us £50 to get started. They put £1 in our cashpot for every person that opts-in to support our school, then 0.5% of the value of every shop done using the Asda rewards app up to 30<sup>th</sup> November.

This will be promoted via PSA Class Reps next week. Alison to forward documents to Addy and Kelda to use.

Gigi will be reviewing other e-revenue streams and putting information for parents together to go out later this half term.

### **Sponsorship**

PSA Sponsorship is currently done by event. The PSA would like to put some event sponsorship out to tender going forward. This needs to be planned out carefully with a clear process and time frames. When doing so the PSA will need to consider the amount of time and work involved and perhaps allocating this role to a designated committee member.

### **AGM Prep Meeting**

Effie to send Alison potential dates to meet with the Headteacher and the Finance team at the school. Slides to be ready at least one week prior to AGM.

**Thank you** as always to the committee for all you do.

**Date of Next Committee Meeting – Week Beginning 4<sup>th</sup> November 2024**