

Portchester School Association

Minutes of meeting held on Tuesday 3rd March 2009 at 7.00pm in the Library.

Attendees:

Len Idle		Staff
Charlotte Gallagher	Chair	Parent
Alison Packer	Treasurer	Parent
Tracy Rathbone	Asst Treasurer	Parent
David Bennallack		Parent
Christine Moyes		Parent
Jamie Bennallack		Student
Jon Packer		Student

Apologies: Chris Bradey, Rececca Gumbs, Julia Winston & Kathleen Ridout

Minutes of last meeting

Agreed and accepted as correct record of the meeting on 13th January 2009.

Matter Arising

Len reported that he had not yet invited the BMX group to feed back to our meeting but would do so for next time.

The street lights in the drive way are now functioning and are on a timer and can also be controlled from in school.

All those present have now completed CRB checks.

Secretaries Report

There was no matters requiring attention

Financial Report

AP presented and distributed a written breakdown of figures. The report also explained about the expenses relating to the cancelled disco on 6th February due to snow. Some items will need to be stored for next February i.e the heart banners, roses and hats for the novelty shop.

A cheque was issued to Len Idle for the coach for the X Factor Trip. Len will let Alison know how much it is for.

Past Events

Concerns were raised over the delivery of last weeks Quiz Night. At the last meeting the serving of alcohol had been discussed and dismissed as inappropriate in school. The licence was applied for in the teachers name but the committee were not all comfortable with this. Some refused to attend the event on those grounds. As it was mainly an adult social event alcohol should be considered as an option in the future but better communication is needed. There were issues with several changes in date, out of date stock, lack of pricing, lack of cork screw and problems in the distribution of the food when it arrived. (Need to exchange food for ticket in future)as we came up short. Advertising was also very late going out and not to all. As yet no feed back has come from the drama department to say how well they did.

The committee discussed the idea of using email and text messaging to advertise but discovered there were cost implications. Maybe need to look into this for the future. It was agreed scheduled events need to be on the school calendar at the beginning of the year and website kept up to date. Jamie and Jon agreed to add the next disco date to their posters.

Len Idle showed those present the new website on his laptop.

Alison has agreed to put together some guidelines for events i.e amount of stock, staffing requirements, posters, pricing etc.

Future Events

13th March – Red Nose Day – At this present time Len explained that Avonbourne and Portchester hope to run a combined event over an extended lunch and. PSA support not required at this time.

27th March – Disco – All stock is in storage for the disco as purchased for 6th February. Only crisps are required as these have gone out of date. The Disco team have their side in order.

24th April – Portchester's Got Talent – As last year the school will be delivering the show and the PSA will be supporting by providing the refreshments. It was agreed to purchase – ice creams, popcorn, crisps, chocolate bars, cans, bottled water and juice cartons so that everything is self contained. Andy Winston has acquired a freezer for us to use. During the interval table will be set up at the front one with popcorn, chocolate and crisps the other with drinks, ice creams will be available from the hatch. As there was high demand last year for cold 'stuff' the hatch will be kept open throughout but with some small lights so as not to interfere with the stage. Need to liaise with Andy Winston before to arrange lights.

Hot Cross Buns at Easter – The committee has decided not to run this event due to the difficulties in arranging helpers during the daytime.

Film Night – July – Add as an agenda item for next times meeting.

AOB

Charlotte suggested – Phones for Schools – this was rejected from past experience and the difficulty to administer, more appropriate for primary schools.

Dave mentioned that he now has insurance for running the DJ rig and does children's parties too. After discussion the committee agreed to ask him to provide the next school years Discos at £100 a time.

Len – Laptops for All – There was not enough uptake for this to proceed so DD forms are now being returned to parents. However this has help to identify those who would like some support. The school intend to look into this further as any package needs warranties and insurance and ongoing maintenance agreements, this is what increases prices. It is possible that the PSA may be asked to support this in the future

CG – Asked if the PSA belonged to nay bodies, she is looking into NCPTA.

Meeting closed at 8.05. Next meeting 28th April 2009 at 7.00.