**Minutes of the Parent Staff Association (PSA) – Wednesday, 15 January 2020**

| **Serial**  **(a)** | **Topic**  **(b)** | **Action**  **(c)** |
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| 01 | **Welcome, Introductions and Apologises**  a. The Chair wished everyone a Happy New Year.  b. Apologises were read out by the Secretary. |  |
| 02 | **Review of Previous Minutes/Outstanding Actions**  a. For recording purposes, in agreement at this meeting, the following Actions from the 15 Nov 19 have now either been completed (c) or closed (cx):  (1) **PSA Terms of Reference (ToRs)**. A unanimous Committee endorsement. These will be published on the PSA page of  the School website and on the PSA notice board in the School foyer. (cx)  (2) School Website has been edited to remove all previous PTA information. (cx)  (3) School Development Plan has been distributed to all Committee members. (cx)  b. **Financial Update**.Further work is required to separate PSA funding from School funding; upon completion a full financial record will be provided. **Ongoing**.    c. **Projects**.  (1) The equipment to create and mark out external mathematical problems, questions etc. The requester is currently  investigating the actual requirement, full costings and provide approval from the Headteacher and land owner for the  Committee to consider and move forward with this request (outstanding from 2018) - **Ongoing**.  (2) Recycling – **Ongoing**.  The Committee agreed that these Actions are a true reflection of the meeting and should be submitted to the records. The copies published in the PSA section of the School website will not contain personal details of individuals. | VM-T  SG  VB  TP  VM-T |
| 03 | **ToRs and Constitution**  a. This Item will be removed from the Agenda and reviewed Annually. | VM-T |
| 04 | **Communication**  a. Possible scope to enhance the PSA Webpage with the Event Planning details etc.  b. Scope if TAPESTRY and SEESAW could be utilised as a communication medium.  c. Encourage all parents to become a member of the PSA FB page.  d. Scope the possibility of placing pictures (and prices) of some of the old book stock on the FB to encourage people to purchase them.  e. The PSA Brochure will be produced every couple of months. | CSF, JJ  CSF  All  CSF  CSF |
| 05 | **Event Planning**  a. The funding successes since the last meeting:  (1) School book sale (27/28 Nov 20) and SSAFA Christmas Market book sale (1 Dec 20): €1,300  (2) End of term School disco= €616  b. The Quiz planned for Jan 20 has been postponed for now.  c. The Events that was discussed at the meeting, and all subsequent actions, have been included in the Event Planning paper (included with these minutes).  d. Event planning ideas provided by JM will be discussed again at the next meeting. | DW, SG  CSF, FB  VM-T  VM-T |
| 06 | **Projects**  a. Recycling – There was a suggestion that the BRIT School could ‘join forces’ with the CAN School regarding this project; POC will be the CAN Librarian. | TP |
| 07 | **Governors Update**  a. Nothing Significant To Report. | VM-T, MS |
| 08 | **Any Other Business**  a. For better communication flow at forthcoming meeting there will be the following changes to the PSA Agenda ‘batting order’:  Serial 3 - Financial Update.  Serial 4 - Event Planning.  Serial 5 - Communication.  b. There may be an opportunity to create an AMAZON e-mail account for the PSA which will assist in purchasing items for some of the planned events.  c. Scope the costings of a PSA table banner and PSA logo balloons for future events.  d. A request from FS2 to find someone to assist in the maintenance of their dressing up clothes.  \*\* Mrs Barbara Stead will make any repairs to the clothes \*\* | VM-T  SG, DW  DW, CSF  TA  VM-T |
| 09 | **Next meetings**  Wed, 29 Apr 20 @ 19.00 in the Staff Meeting Room at the British Section, SHAPE International School. | DW, VM-T |

*{Signed on Original}*

Vicki Manders - Trett

Secretary