

MINUTES FOR THE PSA MEETING

Thursday 12 Nov 2020 - 7:30pm – Google Meet

1. Welcome & Apologies

Attendees: Kate McClure (KM) (Co-Chair), Faz Aftab (FA) (Co-Chair), Shaq Arif (SA) (Co-Chair), Kiruba Rathesan (KR), Lynne Bush (LB), Kathy Kilpatrick – SLT (KK), Zulimar Mejias (ZM), Louise Stacey (LS), Kim Sloan (KS), Jill Wrenn (JW), S Tharmapathy (ST), M Bhaisare (MB), S Tharma (ST), M Tron (MT), P Kumar (PK), S Ball (SB), M Owalabi (MO), A Bandalay (AB)

Apologies: Ainura Bertram (AB), Babsy Nanayakkara (BN)

2. Minutes of the last Meeting – 14 October 2020.

Minutes approved.

3. Upcoming Events (KM)

Option 1: Virtual Christmas Fair

6 tickets for 6 days to participate in virtual event; Online tickets and payments via Claslist for particular day of your choice. In conjunction with Ms Vernon and Year 7 to replace the virtual stalls that are usually run by Year 7 students. May include video or PDF instructions of crafts/recipes etc. Will create closed YouTube channel to incorporate videos. Looking for recipe ideas – ideas to Co-Chairs by 19th November.

KS suggested to encourage participation outside of Yr 7 each ticket purchased could also be a raffle prize. Could be one raffle prize per day or per year group.

Posters throughout the school to advertise to students

Open on Monday 7th December

Looking for graphic design skills in order to make all recipes look cohesive.

Decision to be made on price of each ticket. Incorporation of raffle prize could increase price of ticket.

Work with ZM as to how to make it work through Claslist. Possibly add donation button to ticket.

Option 2: Photography Competition & Calendar

This will include the whole school. Art department will judge - winner and 2 runners up entries in each category will be included in a School Calendar. Basic cost of printing - £4.70. Ideas required for each category.

Communications needs to be prepared – Classlist; 2 x Parent Mail; Physical letter for students. Can be group submission as well as individual. Pricing of calendars TBA.

Each submission will need signed approval that these can be published. A mailbox will be created specifically for entries. Once winners chosen and competition closed all emails and email addresses will be deleted. Certain quality of resolution required in order to maintain quality of calendar. FA – to deal with technical issues.

Once winners announced there will be one week within which to place orders and then 2 weeks to be printed.

Both of these ideas were well received and will proceed.

4. Update on Classlist/Communcations (FA)

A task force has been created to review and improve PSA Communications.

The objective is to deliver clear, transparent and regular communication with a KPI of reaching everyone.

Key tools currently used – Parentmail and Classlist. There are advantages and disadvantages of both and some streamlining required.

Task force currently includes FA, ZM and LS. They will seek additional help as required and will be feedback at subsequent meetings.

5. Finances (KR)

No fundraising activity or expenditure since last meeting so no movement in bank balances which sits at £7,700.

6. SLT Report (KK)

Nothing of note to report – clearly the School has been focussed on dealing with Covid-19 impact on school life. However very happy to support the new Co-Chairs and the PSA particularly with proposed virtual events - the involvement of Ms Vernon and year 7 in Christmas Fair and the Art Dept on the Photo Competition. PSA can use School logo on Photo Competition.

SA asked where future funds will be spent and the process for bidding and approving funds going forward. Fundraising can be focussed on a large items with a target set and/or spending on smaller items that spread the benefit across different parts of the school. A longer term strategy will be formulated in the Spring Term with a meeting between Co-Chairs and SLT.

7. AOB

SA reviewing constitution. The current constitution is the original from 1990 and needs to be updated. Of particular note is election of trustees.

ZM highlighted that the PSA Stripe account is currently frozen. MB needs to assist in transferring key contacts to new co-chairs in advance of Xmas Fair

KM requires volunteers to assist with Xmas Fair – there will be working party meetings on the next 3 Thursdays – 19/11, 26/11 and 3/12. Meeting invites to be sent out.

8. Date of next PSA meeting – Wed 13th January 2021

Appendix: Copy of meeting presentations



TGS PSA General Meeting

Date: 12 Nov 2020 Time: 7.30PM





Agenda

1	Welcome and Apologies	Kate McClure / Lynne Bush
2	Minutes of last meeting	Lynne Bush
3	Upcoming Events	Kate McClure
4	Update on Classlist/Comms	Faz Aftab
5	Finances	Kiruba Ratnesan
6	SLT Report	Katherine Kilpatrick
7	Date of next meeting	Lynne Bush
8	AOB	Kate McClure

Minutes of last meeting



Upcoming Events

Christmas Fundraising

Hampered by COVID

- Need to do everything online - no physical objects or our presence in school
- Need to be realistic that we probably won't raise as much money as previous years, but we can still do something
- Two separate strands:
 - Virtual Christmas Fair
 - Photography Competition and Calendar



Option 1 : Virtual Christmas Fair

Plan

- 6 days of activities (one for each Year 7 form)
- w/c Mon 7th - Sat 12th December
- Sell day tickets through Claslist
- Ticket gives links to:
 - Activity from Year(X)
 - Recipe from PSA
 - Maybe some videos from Year 7 - TBC
 - A Christmas playlist chosen by Year 7 - TBC
- Should run automatically through Claslist without anyone having to send things out individually

Decisions

- Price per day?
- What recipes from PSA?
- Volunteers

Immediate Actions

- Individual members to provide recipes - need to be formatted and branded for the PSA
- Design and format day tickets
- Plan structure on Claslist and prepare to take payments
- Create closed Youtube channel for videos



Option 1 : Virtual Christmas Fair

Example day ticket



Option 2 | Photography Competition and Calendar



Plan

- Open to whole school
- 4 categories
- Judged by art department staff
- Winner and 2 runners up from each category will be formatted into a calendar which will be printed and sold to parents
- Cost to print £4.50-£5.00 per calendar

Decisions

- What should the categories be?
- How much should we charge for calendar?
- Who would like to help?

Immediate Actions

- Comms for school to send out with ParentMail (2 versions)
- Comms for Classlist
- Leaflet for girls setting out conditions of entry, how to enter and deadline
- Set up mailbox and drive to receive entries



Update on Communications

Update on Communications



We are looking at how we communicate at a PSA body. Our objective is simple: to deliver **clear, transparent and regular comms** in a GDPR compliant and accessible manner.

Additionally, we are keen to help **streamline the duplication of effort** in posting updates across two platforms - Classlist and Parentmail.

The PSA would like to bring together the whole TGS community to support the school, fundraise, and have fun.

As a group, we would like to use effective communication to inform, engage and connect the PSA to deliver on its upcoming goals and targets.

We will **link our communication plan and approach to these goals and targets.**

Key people | Zuli, Louise and Faz.

We are keen for others to get involved once we have scoped out what needs to be done



Finances



SLT Report



Date of next meeting

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AOB