



Minutes of NPSA meeting
28th September 2022 at 7.00pm in Blue room

Present:		Apologies:
Ashley Purves	Emma Dykes	Laura Pincock
Tracey Pollard	Amy Flower	Lucinda Brook
Kathy Runacres	Hannah Brownell	Julie Box
Neil Clews	Alex Hazle	Emily Till
Gill Kennaugh	Laura Darcy	Aimee Bates
Jacky Hansard	Emma Baker	Tamsin Smith
Tracy Gahagan	Anna Beeton	Amy Swinburne-Goode
Liz Rayner	Esther Gardiner	Jan Bishop
Carolyn Cooper	Rachel Rogers	Amanda West
Alice Little	Fran Derrien	
Cat Jolley	Becca Whelan	
Charlotte Morris	Kathy Burdett	

1. Welcome – AP

2. Planned Events for the Autumn term

- a. Review of Scarecrow Trail
 - i. Made £283
 - ii. Really good event – lots of people taking part.
- b. Bags2School – 12 October and 25 January
 - i. Kathy Runacres coordinating
 - ii. 2 dates in the diary for now.
 - iii. In discussion about the best way to run it.
- c. Second hand uniform sale – 14 October
 - i. Anna Beeton and Gemma Phillips coordinating
 - ii. Will run alongside the cake sale
- d. Cake sale – 14 October
 - i. Tracy Gahagan and Jan Bishop coordinating
 - ii. 2M and 2R to donate goodies first
- e. Autumn Trail – 30 October
 - i. Volunteers still needed
 - ii. There will be a description of tasks to be filled and timeslots in the next newsletter, to make it clearer what volunteers are being asked to do.
 - iii. Deadline for volunteers Friday 7 October – if there aren't enough volunteers the event will be pulled.
- f. Fireworks Night – 2 November
 - i. Tracy Gahagan and Ash Purves coordinating

- ii. Still need a few volunteers
 - iii. Asked if hot chocolate would be provided. To be decided
 - iv. Esther to donate urns?
- g. Quiz Night – 11 November
 - i. Some volunteers still needed for set up
 - ii. No outside alcohol to be bought in, both for licensing reasons and to ensure the fundraising is maximised for the event.
 - iii. Encourage teams to take their rubbish home
 - iv. There won't be snacks so remind people to bring nibbles if they want them.
- h. Winter Windowland
 - i. Agreement to go ahead this year
 - ii. Liz Rayner to coordinate the event
 - iii. Use a poster outside each house with a QR code for people to donate online
 - iv. Potentially use the leaflet drop regarding the fireworks to ask people if they can 'donate' a window – for people that want to do a window but live further away.
 - v. Timing – to be done before people start to put up their Christmas decorations, so week commencing 5 December sounds good
 - vi. Try to get Charmouth Choir to sing on the launch day
 - vii. Refreshments likely to be held on launch day and the Saturday.

3. Christmas Fair and Grotto

- a. Grotto
 - i. Saturday 3 Dec – Hannah Brownell co-ordinating
 - ii. Plan to do the event on a smaller scale to help with current financial constraints on everyone. Time slot 30 minutes. Decorate the roundhouse in the woods, and Santa reads everyone in that slot a story. Charge less than last year (£4.50) and scale down gifts. Might get more kids per slot than last year (no Covid constraints).
 - iii. Was discussed whether to run separately from the fair so kids that aren't seeing Santa don't get upset.
 - iv. Need volunteers (approx. 2 people on refreshments, ask year 6 pupils to be elves, and 2 or 3 other people to ensure tidiness, keep the gift bag full, direct people etc.
 - v. Need a wet weather plan
 - vi. If not enough volunteers can be found we will have to cancel the event.
- b. Christmas Fair
 - i. Potentially Friday 2 December after school
 - ii. Can get the children to help set up tables
 - iii. Need volunteers for set up during the day
 - iv. Usually involves penguin racing, chocolate tombola, other games..
 - v. Considered to be a good intro with Santa on the Saturday and the Winter Windowland the week after.

4. Playground renovations

- a. Plans drawn up last year to have themed areas around the school.
- b. Have had two quotes (need three to be in line with procurement rules). There is lots of work to do. Mostly groundwork that will not be obviously apparent once complete.
- c. Budget costs split pretty evenly across the two sites (lower and upper schools)

- d. Some loose playground equipment has already been purchased – chess. Connect4, games tables, table tennis table, table football, giant toadstools, and a wormery for the sensory garden. Have had some ‘grabbers’ donated for a climbing wall.
- e. Quotes suggest work could be turned around in a couple of weeks.
- f. Looking at various options, such as moving some equipment to other places (where it can be used).
- g. Thinking of this as a two year project at least
- h. There are time constraints due to finances of the charity and what is allowed to be kept
- i. Could look at crowdfunding to increase donations

5. Second hand books

- a. Liz Rayner to co-ordinate.
- b. Runs in the same way as Bags2School – bring them in on one day and then distribute over the next few days (via a Childrens Book Society, Mercy In Action, local food banks etc.)
- c. Liz is looking at possible dates.

6. GDPR checks

- a. Please can co-ordinators make sure they are using the blind cc field when sending group emails to volunteers. Need to be sure we are not sharing details that we don't have permission to share.

7. Update from the treasurer

- a. Finances look good at the moment, not much to report as only the start of the year.
- b. As mentioned for the playground renovations – need to consider spending some of the funds available.
- c. Need to make sure David (ticketing) is aware of events and what needs to be put into the system. Kathy can put people in contact with him if needed.
- d. 100Club – with some year 6 parents leaving there are spare numbers
- e. Fireworks – need to pay the balance. Kathy and Tracy to talk after the meeting regarding this.

8. Co-chair callout

- a. Ash has a heavy (day job) workload – if anyone wants to volunteer to share the role with Ash, she is happy to discuss

9. AOB

- a. Callout for any items to be used in the Playpods. Children love them and they are starting to get a bit sparse
- b. Christmas Pudding Update from Absentee
 - i. The drawing template will be sent soon for the label design
 - ii. Ticketing/ sales of puddings will be done at the end of October
- c. Fun Run update from Absentee
 - i. A group of 1EO mums are happy to organise it for May 2023

- d. Calendars
 - i. Plans are being drawn up for these
 - ii. Class photos to be taken soon, and extra care taken to ensure children that shouldn't be included are taken out.
 - iii. Jan Bishop looking at sponsors for the calendar – so far she has 14.
- e. Indoor table top sale floated as a potential idea
 - i. Charge people for a table and entry
 - ii. Can ask some local crafters if they want a table
 - iii. Agreed that probably not to run now as too close to Christmas (from previous experience)
 - iv. Could alter the running of the event and make it a swap instead – people bring something to swap, get a token for each item, and then exchange the token for something they want (that someone else has bought in to swap)
 - v. Need to consider timing

Next Meeting: Wednesday 9 Nov at 7.30pm in the Blue Room