



Minutes of NPSA meeting

23<sup>rd</sup> January 2024 at 7.30pm via Zoom

Present:		Apologies:
Fran Derrien	Gill Kennaugh	Tracey Pollard
Rachel Rogers	Anna Beeton	Joe Laishley
Jen Stenning	Esther Gardiner	
David Phillips	Kate Taylor	
Hannah Williams	Hannah Brownell	
Linzi Hole	Sarah Smith	
Sarah Keep	Gemma Phillips (minutes)	
Jo Amor	Becca Whelan	
Anna Dawson	Lucinda Brook	
Jackie Hansard	Tom Box	
Ella Roberts		

1. Welcome – Fran

2. Review of last terms events

- Amazing totals raised overall last term. The quiz continues to be popular, with loads of good feedback. Suggestion to write a clean-up procedure for after events.
- Christmas Fair – Very successful. £2000 raised. Feedback given was that everything finished up early and ran out – very good from a zero waste view, but should we think about getting more for next time?
- Santa’s grotto went well and was enjoyed. Thank you to Tracey and Gemma for organising it.
- Fran has made a scale of Level of Involvement for events, ranging from 1 – easy, to 5 – more complicated, to help understand how much effort an event requires. This will help potential volunteers choose events that match personal time restraints/ commitments.
- Christmas puddings – raised £235, but also easy to run so worth it.
- Christmas Cards – waiting for total raised to be calculated
- Bingo – a really fun event that the children really enjoyed. Year 6 were amazing and ran it really well. Simple to roll out and would be great to run it again.

3. Library fundraiser by Staff – Jo Amor - **POSTPONED**

- Jo Amor thanked everyone for all the efforts of the NPSA. The library is in need of an update and staff are planning an event to raise money to regenerate the space and buy new books.
- Staff are going to do a panto, for adults and kids, with every member of staff going to be involved in some way. 15-20 actors, food, cabaret style night, script written Jan Card, with well-known songs to get parents involved with. Rehearsals are being arranged with the performance date TBC.

- The plan is for a performance for the children first. Staff have offered a catering team to do food, 6-7 members of staff to cook. A brilliant event for parent and staff relationships, to get together, to see a different side of teachers, Attendees agreed this will be a fantastic and incredibly popular event. Duration is 8 scenes and add performers can add what they like into the script, creating approx. 1 hour performance.
- Confirmed the NPSA happy take on catering organisation and contact the staff that want to help. NPSA can budget, buy etc, organise bar, and provide staff members with support for requirements. Suggestion £15pp.
- All and any ideas on how to do food/music/lighting/tickets are welcome
- Actions: Jo Amor to update NPSA on the details and ask staff if they want to allow a live stream on RallyUp
- David Phillips to check equipment with Dave Clark, arrange tickets on Rally Up and help with light and sounds research
- Gill suggested an after school performance for the Lower School. Rows of seating, no food/ drink, will look into dates
- Hannah Williams works in events – can help with room layout to get as many people in as possible – to set up a meeting with Fran.

#### 4. Lottery Grant

- a. Arts focussed grant from 2019 lottery – T&Cs state it has to be spent within a year so they have requested the money back.
- b. Request for anyone with experience in applying for grants to volunteer if they can, to help.
- c. Hannah Brownell has put together an Amazon Wish List – Kate Kitchener has the log-in so will add in items for the panto, a QR code to buy books etc. This may also be postponed while the Panto is on hold.
- d. Jo Amor will put together a list of books for KS2, class sets to get the whole class reading, and to speak to Laura Earle on KS1 EYFS books – building up an idea in the near future and getting them on the wish list- this would be amazing for the children. There is £1300 reading scheme budget still to spend.

#### 5. Fundraising

- a. Neil is happy to take charge of the bingo event.
- b. A vote was taken on a few things:
  - NPSA meetings are to be held online 1-2 times per school year
  - Adult bingo, social, bar and chat afterwards instead of a disco, which will run in the same way as the quiz. Doors open 7pm, bingo starts 7.30pm. 2/3 games including an interval between 9-11pm. Clear up to start earlier with a clean up team already in place. 11.30pm lock up. People would like to socialise after the games.
- c. Sunday fundraiser – Inflatables, similar to a soft play. Charge for the inflatables, charge for a time slot, tickets can be bought for friends. Any volunteers to contact Fran.
- d. Car boot sale – look at April to run this. Volunteers to coordinate needed.

#### 6. Term 3/4/5 fundraisers

- a. Amy SG and Fran to share the document with a link to events in advance for volunteers to add their names to for specific events.
- b. Volunteers are needed to help with Bingo on 23 Feb -purchasing and helping on the night
- c. Volunteers needed to support the panto – catering, purchasing food, posters, flyers
- d. Volunteers needed to organise the soft play/ bounce
- e. Volunteers needed to organise the potential car boot sale.

- f. Amy SG will speak to the previous organisers of the family fun-run, as it's the same group that organises it every year
  - g. Grow your own pound – discussion about holding this every three years rather than annually so families don't get fed up with having to come up with ideas.
7. Upcoming events to organise
- a. Summer BBQ
  - b. Festival of Football
  - c. Summer Fair
  - d. Request for volunteers to help develop/ organise these events.
8. 100 club - Neil
- a. No update
9. Review of fundraising
- a. Match fundraising needs to be promoted/ investigated. Agreed that the NPSA can send out a live form to parents/ adult guardians.
  - b. Amy SG to organise the questionnaire.
10. Tea Towels
- a. No update
11. Treasurer Update – Becca
- a. £50,000 currently in the bank
  - b. £6,200 going back to national lottery (still trying to return due to issues with banking processes). Leaving £44,800 in the bank.
  - c. Ahead of fundraising projections for the year.
  - d. £18,000 due out this year in outstanding commitments including playground March/ April due to pay next instalment of £11,500. 3rd instalment to go out in the next financial year.
  - e. Contributions toward school commitments, (forest school and trips) £18,000
  - f. £9,000 forecast for events planned this year.
  - g. Christmas cards total not in yet.
  - h. £35,000 should be left at the end of year, £16,000 is ringfenced to cover normal expense commitments.
  - i. Thanks to everyone - it's such an impressive amount raised, but we need to keep it up.
12. AOB
- a. No update

**Next Meeting: Tuesday 19 March at 7pm in person**