



PSA Meeting Minutes: 18th Sept 2024

1. Welcome/intro to the challenges and triumphs of the PSA – Jenny & Charlie
2. Current core roles and vacancies:
 - a. Co-Chair – Charlie Damant
 - b. Co-chair – vacant (Anna/Julia would like to be considered at the AGM)
 - c. Treasurer – vacant – Caleb/Jim? Please contact Kate if you are interested in finding out more about this role katebrook@live.com
 - d. Secretary – Jenny Harvie
3. Areas of activity - self-contained groups
 - a. Uniform – Jo Gibson
 - b. Disco – Anna Devlin/Julia Knock
 - c. Cake sales
 - d. Ad hoc projects - sensory garden – general help
4. Areas of activity – support groups
 - a. Tokens -
 - b. Food & drink – Jenny to check current supporters
 - c. Comms – Toby Moth
 - i. Monitoring emails
 - d. Raffle – Chris Sullivan
 - e. Christmas trees – Vicki McKeown
 - f. Wreath-making workshop – Jenny to speak to Andrea, Charlie to speak to art teachers
5. Areas of activity – events
 - a. Summer fair
 - b. Christmas fair– Gemma Mills
 - c. Quizzes
 - d. Ad hoc events (e.g. fashion show)
6. Upcoming events:
 - a. Fri 18th Oct: Quiz Night
Tickets are online. Jenny to draft letter to parents, Jenny to ask Polly to arrange bar licence, Charlie and team sorting food & drinks mic/PA system, questions, team lists, tables set up and packed away, etc.
 - b. Sat 7th Dec: Christmas Fair (same date as Western)
Organiser, trees coordinator inc delivery team, wreath workshop coordinator/leader, raffle team, token team, santa/grotto team, stall coordination, website support team– tree/wreath workshop/token/grotto sales and reporting, tokens, raffle etc.
 - c. Fri 14th Mar 2025: Quiz Night

- d. Fri 11th Jul 2025: Summer Fair/GoWestArts festival (same date as Western)
- e. Other (fashion show, discos, cake sales)
- 7. Date for AGM agreed as Wednesday 9th October, also to be available online. **Charlie** to confirm with Mrs Edwards and book Lower School room.
*******UPDATE: new day during same week to be agreed*******
- 8. AOB
 - a. Christmas carol concert at the Cathedral increasing costs raised

Thanks team. Let's raise some money for our school and put on some great events!

If you are interested in taking on any of the vacant roles or have any other queries, please contact Jenny: <mailto:comms@westgateschoolpsa.org.uk>