

MINUTES OF THE FRIENDS OF OAKWOOD MEETING HELD ON
MONDAY 15TH JULY 2019

In attendance:

Kay Mills – Chair

Alison Smith

Debbie Newey

Kevin Lloyd

Roseleen Branigan-Surridge

Apologies received from:

Janice Smith

Pauline Randall

Vicki Parry

Mel Jones

1. Minutes of the previous meeting – These were agreed and signed by Kay Mills (Chair).
2. Report of Balances – To be confirmed at the next meeting.
3. Internet Banking/Third Signature – We have not heard from HSBC so Debbie has agreed to check in branch.
4. Swings in the Hall – Kevin Lloyd reported that this work has now been carried out and was provided with a cheque for £195.98 in payment.
5. Creative Communities Programme – Update – Kay has been unable to meet with Richard so will report back at the next meeting.
6. Leavers Presents – Update – These have all been purchased, wrapped and presented to the leavers at the assembly on Friday. Parents were very happy with these gifts.
7. Christmas Fayre – Update – Kay confirmed that we have lots of ideas for this and will discuss it further in September. The date is Thursday 28th November 2019 at 4pm until 5.30pm.
8. Any Other Business –

- Donations to Friends of Oakwood

Roseleen attended the meeting as she has raised some money that she would like to donate to the PSA. An application for a place at Oakwood for her grandson has been unsuccessful as there are no places. She is aware of this but still wants to make this donation. She explained that the figure will be approximately £3000 but will know more in September. She said the money had been raised from a party she held at her house for 200 people and an event at Little Aston Golf Club. She promised to get in touch in September.

- Introduction of Requisitions

Kevin said that it would be sensible to get staff to complete internal requisitions when asking for donations from PSA. This will enable him to check whether we already have one in school, we are able to store the item and that it is fair to everyone. Everyone agreed that this should be implemented.

Debbie agreed to set up a new file for requisitions, receipts and photos to show how the money is being spent.

- Election of Treasurer

Debbie stated that Vicki Parry has now stepped down as Treasurer and asked if Alison would consider this role. She said that she would and agreed to discuss the duties with Vicki in September. Everyone supported the nomination and Alison Smith was appointed the new Treasurer.

- Donation for Lisa Davies

Lisa Davies requested a donation of £300 to enable her to set up the new Early Years Department. Debbie explained that she wanted the money to put together treasure baskets, some items from Ikea and materials to decorate the room. These items will be purchased from market stalls and shops such as Home Bargains and would be much cheaper than purchasing from school catalogues. Kay agreed that, as she is setting up the new classroom and will do a wonderful job, that this donation be approved. Everyone agreed. Kay suggested that receipts be kept and photographs taken of the finished room.

- Donation for the Multi-Sensory Room

Kevin said that in continuation of the MSR refurbishment we need some posture supports and wedges for Sensory Learning Group. He has quotes and the cost will be £440.56. P.S.A. agreed to reimburse school for these items.

- Donation for Sarah Hodgkinson

Kevin said that Sarah is requesting certain items for her classroom but he will only support a semi-circular rug, coloured circle mirrors and a sensory light kit. The P.S.A. agreed and asked Kevin to let them know the total cost.

- Seating for Conservatory

Kevin reminded everyone that the P.S.A. had previously discussed the purchase of seating for the conservatory area. He has now found some Octagonal seating and a storage box that would be suitable. The cost of the seating is £330 and the storage box is £159. All agreed that this could be purchased.

- Plates and Spoons

Kevin explained that new special plates and spoons are needed. This was declined and Kay suggested that these items be purchased from School Fund. Kevin agreed to talk to the School Business Manager.

- Macmillan Coffee Morning

The PSA agreed to host the Macmillan Coffee Morning at the end of September and Kevin said that he would talk to Kate regarding combining it with a school event eg. IEP meeting. To be discussed at the next meeting.

9. Date and time of the next meeting

The date and time of the next meeting is Tuesday 10th September 2019 at 2pm.

Signed:..... Dated:.....