



St. Joseph's Roman Catholic High School

Chorley New Road | Horwich | Bolton | BL6 6HW

Telephone: 01204 697456 | **Fax:** 01204 669018

Website: www.stjosephsbolton.org.uk | **Email:** office@st-josephs.bolton.sch.uk

Headteacher: Mr T McCabe | **Deputy Headteachers:** Mr M Graham, Mrs J Morgan | **Chair of Governors:** Mrs P. Jones

Registered Charity Number: 1075795 | **Facebook/Twitter:** StJosephsRCHS

PSA Meeting Minutes & Actions Monday 5th February 2018

1. Opening Prayer

Mr T McCabe opened the meeting with a prayer.

2. Present

F Bolton, M Green, R Heys, P Jones, T Jowett, S Lamplugh-Wood, T McCabe, A Moore, J Patel, R Rana, V Sherrington, A Taylor.

Apologies

M Angelica, N Ghosh, J Mosley, H Musa, A O'Brien, N Oldham.

3. Minutes of the 22/01/18 meeting

Minutes agreed as being an accurate reflection of the meeting.

The PSA suggested spending summary was reviewed. The summary contains five suggested areas:

- 1) Aspirational durable artwork displayed around the school. **£100 per display. Total of £1500.**
- 2) *Talk for Change*, delivered by Barry and Margaret Mizen. A very moving talk from Barry and Margaret, whose son was murdered in a violent attack by some youths when he was 14 years old. The talk ends with a call for young people to make a commitment against non-violence. **£800.**
- 3) *Naked Truth* talk. A talk on the impact of pornography and the appropriate use of social media. Also, a call for young people to respect the dignity of each other. **£300 per talk. Total to be no greater than £1500.**
- 4) Tablets / visualiser for classrooms. **£1000.**
- 5) Lunch queue cover and pen for students to use when queueing for lunch. Bespoke quotes to be sought. **Initial quote of approx. £6000.**





The PSA agreed to:

- Fund half of (1) and review the remainder at a later date.
- Fund all of (2).
- Fund all of (3). Number of sessions and required attendees to be determined though the total will not exceed £1500.
- Fund all of (4).
- Revisit (5) after the Ceilidh event to determine if the full amount will be available. A bespoke quote will be required.

Action: TM / AM to address. By 23/02/18.

4. PSA Terms of Reference

AM distributed copies of the existing Terms of Reference. Attendees agreed to take these away and review. All comments to be passed to VS, either via e-mail or the WhatsApp group. VS will make all necessary amendments when the review is complete. AM suggested considering the national PSA guidelines (<https://www.pta.org.uk/>) when reviewing. AM to send electronic copy to VS.

Action: AM to send an electronic copy of the existing ToR to VS. By 09/02/18.

Action: All attendees to pass comments to VS . By 23/02/18.

Action: VS to produce an updated version of the ToR when all comments are received. By 16/03/18.

5. Publicity Officer

The requirement for a Publicity Officer was discussed. The role will lead and co-ordinate publicity efforts for all future PSA events. Following expressions of interest, the attendees accepted MG's offer to fulfil the role.

Action: MG to present initial thoughts on what the role should entail to PSA members for comment. By 18/02/18.



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6. Ceilidh event preparation

- Posters, designed within the school, were distributed to attendees to publicise the event.
- AM has sent posters to all feeder parishes and primary schools, namely:
 - St Mary's, Horwich (Church and school)
 - St Joseph's, Anderton (Church and school)
 - Sacred Heart (Church and school)
 - St Bernard's Primary School
 - Our Lady's Primary School
 - Holy Family Primary School
- Tickets have been printed and individually numbered. Thanks to FB for designing those. AM will retain the tickets. PSA members who make sales to contact AM to ensure the numbers are tracked. **By 08/03/18.**
- The capacity for the event is 250.
- AM to address the purchase of drinks. **By 25/02/18.**
- RR to apply for the alcohol licence. **By 25/02/18.**
- TJ to arrange decorations and bunting. **By 18/02/18.**
- VS to arrange a raffle and prizes. **By 08/03/18.**
- AM has contacted both Carrs and Greenhalghs for pie prices:
 - Carrs charge £2.30 per pie portion. Pasties are £1.02 each.
 - Greenhalghs pies are £11.45 for a 6-8 portion pie.
- AM asked both if they would be willing to assist in any way possible with this being a fundraising event. Greenhalghs kindly offered to donate pie & peas for 50 people.
- Greenhalghs are the preferred option. **AM to finalise details. By 04/03/18.**
- Attendees agreed that adding the details as a Facebook event may generate more interest. **TM / AM to address by 09/02/18.**
- Assistance selling tickets at upcoming school events may bolster sales.
 - VS to assist during the options evening this Thursday (8th Feb). From 17.40 onward.
 - PJ to assist during the parent's evening next Thursday (15th Feb). From 16.30 onward.





7. Developing stronger industry links

- AM shared the First Choice letter as an example / template to be considered when approaching companies. **All to consider. On an ongoing basis.**
- TM acknowledged that a single effective working model is required as a blueprint for all other activities.
- An initial response has been received from Seddons. To be followed up. **TM/AM by 16/03/18.**
- FB has a link to Anthony Axford and will pursue further. **By 16/03/18.**
- PJ has previously worked with the brother of one of the founders of AO and will pursue further. **By 16/03/18.**
- VS to pursue potential contacts via the BBC. **By 16/03/18.**
 - TM to ask Mr Graham to contact VS in relation to this. **By 05/03/18.**

8. AOB

None discussed.

9. Date of next meeting

Monday 26th Feb. 6pm.