

HOLMESDALE PSA NEWSLETTER



ISSUE 3 | MARCH 2021 | HOLMESDALE PARENTS & STAFF ASSOCIATION | REGISTERED CHARITY NUMBER 1131038

PSA stands for Parent Staff Association, a group who work together for the benefit of the school. The main role is to raise money for Holmesdale School to make it even more special, and to enhance the community spirit that resides within it.

So far this year we have donated £11,500 to the school!

This has funded 4 new smart boards, a new defibrillator, bug club, as well as completing the new bridge for the school pond.

We think it looks amazing and would like to thank everyone again for their contribution to fundraising to improve this area over the last few years.



WAYS TO HELP RAISE EXTRA FUNDS!

My Nametags

24% of every order will be donated to our PSA!
Just use our school ID 27019 on the checkout.
www.MyNametags.com



Easyfundraising

Help raise funds for the school through your online shopping using Easyfundraising, at NO EXTRA COST TO YOURSELF!
<https://www.easyfundraising.org.uk/causes/holmesdaleschoolreigatepsa/>



Amazon Smile

Select Holmesdale School Parents and Staff Association and Amazon donates 0.5%
<https://smile.amazon.co.uk/>



PSA MEETING TUESDAY

20TH APRIL 2021

7PM

ALL WELCOME!

ZOOM LINK TO FOLLOW

21 FOR 21 CHALLENGE

21ST APRIL 2021

-

21ST JUNE 2021

DETAILS TO FOLLOW

AGM

TUESDAY

22ND JUNE 2021

ALL WELCOME!

YEAR 2 SAILING TRIPS

BADGERS – 28TH JUNE

SQUIRRELS – 29TH JUNE

FALCONS – 5TH JULY

WOODPECKERS – 6TH JULY



halliwellmarks
Independent Estate Agents
Reigate, Redhill and surrounding areas

Proud platinum sponsors of Holmesdale School PSA

For every property we sell or let for Holmesdale School parents, or family and friends of parents, we will donate to the school:

£500 per completed sale
£200 per completed let

Call us on 01737 303099 to arrange your free valuation, or email admin@halliwellmarks.co.uk with the code HOLMHM



Shop local, get rewarded & Holmesdale School wins too!

Want to show your support for local businesses and get rewarded for it? Love Reigate membership rewards you for shopping with local independent businesses with exclusive offers just for you. Sign up for less than £5 per month and you can make huge savings the more you shop and support local. Plus 5% of membership fees collected goes to local charity, Loveworks.

Love Reigate has also kindly offered to support the PSA by donating part of any membership purchased by Holmesdale families in **April and May** – just in time to support our local businesses when they re-open after a difficult lockdown.

The PSA will receive £2.50 for every 6-month membership and £5 for every 12-month membership purchased.

To buy yours simply go to www.lovereigate.co.uk and enter promo code **HOLMESDALE**

YOUR PSA URGENTLY NEEDS YOU!!

All good things must come to an end and our PSA Committee members will be moving on at the end of this year, with their children no longer at Holmesdale or working on other commitments.

Therefore we desperately need some new volunteers - without a committee the Holmesdale PSA will lose its charitable status.

The roles are varied, flexible and come with a great sense of achievement for helping the school provide the added extras for the children (and parents), making it such a special community.

Committee Roles:
Chair/Co-Chairs
Vice Chair/Co-Vice Chairs
Treasurer
Vice Treasurer
Secretary

Co-ordinator Roles:
Shop Co-ordinator
Website Co-ordinator
Sponsorship Co-ordinator

ALL ROLES NEED FILLING!

We would love to hear from you if you are interested in finding out about any of the roles. **All roles** need to be filled by the AGM in June.

THE PSA COMMITTEE

Kate Young
Chair



Charlotte Barry
Vice Chair



Abbie Curd
Treasurer



Rebecca Cahill
Vice Treasurer



Vicky Buckley
Secretary



Mark Eshelby
Secretary



Meri Estruch Gubern
Website Coordinator



It is incredible how much has still gone on and the extent to which the PSA has been able to support the school.

The pond has a new lease of life and it is going to add greatly to the learning experience here. Well done all!

Mrs Mullarkey
Head Teacher



FUNDRAISING TOTAL: £12,038

£1,815

Sponsorship...
Thanks to all of our sponsors!

£6,400

Christmas...
An astonishing amount raised despite us not having our biggest event

£1,459

Donations, Muffi Day, Commissions
This is truly amazing!

£2,364

PSA Shop...
From water bottles to the new fleeces, it all helps towards our goal!

Thank you to everyone who was able to join us for Amigo's Magic Show in February – it was truly magical seeing so many happy children at a PSA event again, even if it was still in this strange virtual world we find ourselves in.



Have a lovely Easter!

GOT IDEAS, QUESTIONS OR ABLE TO HELP?

We would love to hear from you!

Email holmesdalepsa@gmail.com

HOLMESDALE PSA – Outline of Roles & Responsibilities



COMMITTEE

Chair / Co-Chair

The Chair (or Co-Chairs) are the face of the PSA, and hold a good understanding of the status of all activities:

- Overseeing all PSA activities and plan new initiatives
- Liaise with the Head Teacher throughout the school year, keeping her informed of planned events and activities
- Chair PSA meetings, and take the lead on deciding which events to run
- Lead some events as required, or organise volunteers to lead and run events.
- Organise and speak at the new parents social at the beginning of the school year.
- Facilitate parent feedback after events have taken place.
- Lead the administration and communication around succession planning as committee members move on.

Time needed for each person is 1-3 hours per week with the role being a bit busier around Christmas and key PSA events.

Vice Chair/ Co-Vice Chair

The Vice Chair (VC) supports the Chair (or Co-Chair) in the general running of the PSA, and (ideally) helps out with ad-hoc events (such as new parents evening, quiz night, Christmas and Summer fairs - although each fair tends to have a 'non committee' team who organise meaning the VC's involvement is a supporting).

- Attend PSA meetings and the occasional committee meeting (normally the week before a PSA meeting).

The time needed for each VC role is around 1 hour a week (average) with the role being a bit busier around Christmas and key PSA events.

Treasurer

The treasurer runs the financial management of the PSA overall. This role is mostly carried out remotely. It is the responsibility of the treasurer to carry out the following:

- Attend the committee meetings and provide regular financial updates.
- Have a good understanding of the financial situation of the charity and provide the committee with the information required for decisions to be taken.
- Work with the school on utilisation of funds generated by the PSA.
- Keep good electronic and paper files in respect of the Charity's activities (including reconciliations between bank statements and charity's own file)
- Ensure bank signatories and electronic banking and access are kept up to date.
- Provide proper and relevant financial controls i.e. evidencing every payment with a signed expense form or valid supplier invoice, keep cheque book secure & perform regular bank recs.
- Provide payments for expenses incurred and bank money raised on a regular basis.
- Pay-in funds from Stripe (linked to PSA website purchases), reconcile to activities.
- Organise floats for the different events organised and count the money raised.
- Prepare the annual accounts and obtain sign-off from independent examiner.
- Update Charities Commission website with committee members, pay PTA subscription for insurance and file the accounts with the Charity Commission at the end of the financial year.

Average time required around 2 hours a week

Vice Treasurer

The vice-treasurer role is to support the Treasurer in key elements of their role:

- Attend committee meetings & take the place of the treasurer whenever he/she cannot attend
- Work with the treasurer to prepare / attend / reconcile the different events
- Help out with the banking - typically weekly shop banking

Average time required around 1/2 an hour a week

Secretary

The Secretary's role is to work closely with the rest of the PSA committee to ensure the smooth running of the PSA and to maintain communication between the PSA and the administration team at the school.

- Organises PSA meetings, makes the agenda and then afterwards prepares and distributes the minutes.
- Handles most communication and correspondence, includes updating the list of class reps, checking the PSA email account, informing PSA contacts and class reps of meetings/events.
- Liaising with the school office to book events and to let them know PSA dates for the school website.
- Maintains PSA records.

The time needed for this role is around 2 hours a week.

HOLMESDALE PSA – Outline of Roles & Responsibilities

SUPPORT ROLES



Reps

- Attend committee meetings
- Volunteer wrangling
- Helping at events
- Managing class stall at Xmas & Summer Fairs
- Xmas / End of year teacher gifts

Website Co-ordinator

- Create and update events and tickets
- Support online uniform shop
- Maintain sponsorship
- Create and maintain class lists

Uniform Shop Co-ordinator

- Co-ordinate volunteers for shop opening
- Monitor online order emails and pass to Shop Volunteers to make up
- Collate sales sheets / takings
- Put together internet orders for collection
- Manage stock levels and ordering with supplier as required.
- Notify website team of out of stock items
- Organise second hand uniform sales and induction day sales

Please note: while it is not necessary for the Shop Co-ordinator to also volunteer in the shop on set days, it is very useful to do at least one session or be able to pop in

Sponsorship Co-ordinator

- Per term sponsorship newsletter
- Investigate, pursue and organise sponsorship opportunities

General Volunteers

- Help at show rounds / open days
- Set-up / Breakdown of events
- Help at Xmas / Summer Fairs
- Hosting Cake Sales

Bottle Bag Volunteers

- Sewing bottle bags at home

Shop Volunteers

- Opening and closing shop on agreed days (typically once a week, 15-20 mins at drop off or pick-up*)
- Putting together internet orders for collection
- Logging physical sales
- Notifying Uniform Shop Co-ordinator of low stock
- Putting away new stock deliveries and second hand donations