



PSA meeting – Minutes

Date of meeting – 23rd January 2017

Persons Present

Alison Gross,(Deputy Head Teacher), Beryl Douglas(PAto Head Teacher),
 Keme Ndukwe(Parent), Dan Salaman Parent), Saltana Chugtai(Parent),
 Nita Bhuva (Parent), Flaudeniece De Castro(Parent)

Apologies : Marwa Syed

Minute Secretary: Beryl Douglas

Item No.	Item Heading	Action points agreed and by whom?
1		<ul style="list-style-type: none"> AG welcomed everyone and explained that it was probably to have a small; " nucleus of people" for a committee and to then involve the rest of the parents who expressed an interest in the PSA for various different functions throughout the year .
2	Elections of Chair Secretary Treasurer	<ul style="list-style-type: none"> It was agreed that BD would be elected as Secretary so that the parents would have a contact within the school. It was further agreed that AG would remain as Treasurer DS agreed to take on the role of chair for 1 term and then open the role to other committee members in the future , so that everyone could take a turn at chair. These posts were all agreed unanimously
3	Aims of the Committee	<ul style="list-style-type: none"> DS asked that the committee to consider what the aims of the PSA are and was advised that not only was the PSA a fund raising committee but its aim was also to promote social events with the school community and act as a link between the school and the community . AG stated that she was thinking of developing " Parent Ambassadors", who would serve the school by assisting parents with translation problems, helping parents at meetings with both teachers and external agencies if required and generally helping parents, if the parent was unsure how to tackle any school related problem. The committee felt this was a very good idea and AG stated that this is something she is definitely developing for the future. FDC agreed that this could possibly help with parents

		<p>who have language problems and do not understand many issues at the school.</p> <ul style="list-style-type: none"> • DS also felt that it might be useful for the committee to be issued with badges so that parents can easily identify who they are –ACTION- BD to get quotes • DS also stated that he felt the parents would benefit from a termly Parents Forum to allow parents to ask questions and obtain information . • The committee felt it was a good idea but BD stated that it may be more beneficial to parents if these were targeted at specific year groups rather than be a generic forum. • This is to be discussed further at the next meeting • DS advised the committee that it may have been a good idea for example , at the cake sale , to have had some information on a 2 rolling “ Power point in the back ground. • It was agreed that this would have been beneficial and will be discussed further at next meeting – ACTION - For further discussion • BD advised that she was also looking into a mobile app for parents , which is provided by and linked to the website , which will offer alerts as push notifications. This naturally is cost dependent- ACTION- BD to follow up and advise PSA when full information is received
4	Future Events	<p>1) The PSA are historically involved in selling refreshments at School Sports Days’ in June and July and this will continue</p> <p>2) 8th and 9th February – A Nearly new uniform sale will held on in the Reception area on both nights . the PSA parents on the committee agreed to “man” the stalls on the days that they were not seeing teachers. ACTION- BD to organise flyer to advertise this event to whole school and add to website</p> <p>3) 24th March – Red Nose Day – Although we are unable to take any profit for the school for the sale of red noses, it was agreed that the children can dress in red that day and pay £1.00 to do so . Also , SC said that the PSA can do face painting of red noses for the children and charge 25p per child for this . SC volunteered to do the face painting on that day . ACTION- AG to send letter to parents of whole school to advertise and BD to add to</p>

website.

4) **31st March** – As the Cake Sale was well attended, it was agreed to hold another one but this time during the day(2 classes per year group to visit sale at any one time) and this will then involve the children as well as parents . This would run throughout the day and it was hoped that committee members could enlist the help of other parents to go on a rota to “ man” the stall , at different times of the day. **ACTION-** DS to organise final rota
This would go on from 9:30 to 11.00 am and from 1;30 to 4 00 pm – **ACTION-** AG to send letter to whole school and BD to advertise on website and then a text would be sent on the day before to remind parents.

5) **27th April** – A Taste of Fryent – This event is always well attended and BD suggested that when this is advertised to parents , that we ask for them to bring in the recipe for the dish they bring in and BD is happy to collate these and then organise a Taste of Fryent Cook Book to be printed and to be sold.

This will be advertised on the website and letter will be sent home to parents advertising this event .

6) **23rd May** – Bring and Buy sale and Bottle and Can tombola. Tombola tickets to be presold. Committee to once again enlist help from other parents to “man” the stall. BD suggested any left over bottles/cans to be donated to local hospice **ACTION-** to be advertised on website(BD) and with a whole school letter home to parents (AG)

7) **Saturday 15th July** – Whole school picnic – to include music (possibly from pupils & music playing in the background) , rounder’s games , possibly a cricket game etc.

- SC stated that she will check on the hire of a bouncy castle (s) for the children and she will check the insurance of supplier and liaise with AG.
- AG advised that Beverley Brown will need to speak to n Patrick regarding overtime on that day and factor this in when we set the entrance fee.
- AG also suggested that we charge for use of the climbing frames on that day.
- It was also agreed that a Raffle be drawn on that day and the committee and staff pre sell tickets .
- Committee will contact local business to obtain raffle prizes **ACTION-** BD to produce letter and distribute to

		<p>committee so that so that they can use this to get prizes for the Raffle .</p> <ul style="list-style-type: none"> • Local business such as restaurants, nail salons, local stores – such as London Designer Centre, Greggs charity section, Tesco , Brent Cross etc to obtain vouchers or other items that can be used for prizes. • AG advised that the school also has a few items such as a cool box etc that can be used for prizes.
5	Extra Future events	<ul style="list-style-type: none"> • KN would like to organise a sponsored walk for parents and children (possibly in June) and he will liaise with Adam Frieze as a risk assessment will need to be carried out , and a First Aider will need to be involved as well. • KN also stated that he would like to organise a parent/ pupil cricket or football match and would liaise with Adam Frieze regarding this. ACTION- KN and AF to liaise
ANY OTHER BUISNESS		<ul style="list-style-type: none"> • It was reported that the recent Cake Sale raised over £300 and the Enterprise Day raised approx. £500, which would be added to the current PSA account . At present , there is approx. £7k in the account which hopefully will be used to buy lighting and a sound system for the stage- ACTION – AG to get quotes and present to next meeting • BD/ AG to get quotes for badges for PSA members so that they can be identified by other parents easily ACTION- report to next meeting • A what's app group will be set up for PSA members to allow easy information sharing. • DS also suggested that the PSA has its own Facebook page.

Date of Next Meeting – 9:00 am – 27th February

Committee members :

Chair: Dan Salaman

Secretary- Beryl Douglas

Treasurer: Alison Gross

Sultana Chugtai, Nita Bhuva , Keme Ndukwe, Marwa Syed , Auguster Irabor, Flaudeneice De Castro