



PSA meeting – Minutes

Date of meeting – 27th February 2017

Persons Present : Dan Salaman (Chair), Alison Gross (Treasurer) Keme Ndukwe, Saltana Chughtai, Faludence De Castro, Marwa Syed

Apologies : Beryl Douglas , Nita Bhuva

Item No.	Item Heading	Action points agreed and by whom?	
1	Nearly New Sale & Future Termly Sales	<ul style="list-style-type: none"> AG would like Uniform termly sales New sign to be placed on entrance door requesting old uniforms- everything to be washed Over £60 was raised at the sales held on 8th & 9th February 2017 	
2	Red Nose Day – Friday 24 th March 2017	<ul style="list-style-type: none"> Flyer should go out by 10th March 2017 PSA committee to request help from parent volunteer Time: A rota of volunteers is required from 9:00am-12:00pm on the day At least 12-20 volunteers required for the day . 25p collected from each pupil, location TBC 15 minutes estimated time for each class. 	<ul style="list-style-type: none"> Flyer to be produced by BD with slip warning about face paints SC agreed to source and buy face paints. Hobbycraft?
3	Cake Sale – Wed 8 th March 2017	<ul style="list-style-type: none"> There will be a timetable set for daytime purchases and parents to come in after school to buy Incorrect date was published in the newsletter. BD to send out text to correct this Bags and paper plates to be purchased Flyer/text to indicate variety of food acceptable, (doesn't have to be cake: scone, tart, donut etc.) 700 paper plates and plastic bags with handles to be bought . Help required for bag stuffing Thursday 2nd March, provisionally. 	<ul style="list-style-type: none"> BD. Flyer asking for help/volunteers and time of sale BD to send out text 6.3.17 to advertise cake sale DS volunteered to buy plates/ bags from Costco/IKEA/Sainsburys. DS will WhatsApp for bagging help. AG to confirm times of sale

4	Mobile Request	<ul style="list-style-type: none"> • There has been a request for the school/PSA to buy a cheap PAYG SIM to aid communication with the school and PSA committee • AG to advise committee about this ASAP due to school policy of staff not being part of WhatsApp group with their personal numbers 	<ul style="list-style-type: none"> • AG to make decision on mobile
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Date of Next Meeting – 9:00 am – 27th February 2017

Committee members :

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Secretary- Beryl Douglas

Treasurer: Alison Gross

Sultana Chughtai, Nita Bhuvra , Keme Ndukwe, Marwa Syed, Flaudeneice De Castro

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