



PSA meeting – Minutes
Date of meeting – 27th March 2017

Persons Present: Dan Salaman(Chair), Alison Gross (Treasurer), Keme Ndukwe, Nita Bhuva, Saltana Chughtai, Flaudenice De Castro, Rokšana Poenaru, Marwa Syed, Vaseehary Piratheepan.

Apologies : None Given

Minute Secretary: Beryl Douglas (Secretary)

Item No.	Item Heading	Action points agreed and by whom?
1	Cake Sale	<ul style="list-style-type: none"> • DS opened the meeting by expressing his opinion regarding the Cake Sale. He felt that a Cake Sale of 4 cakes per plate was not conducive to the healthy eating regime that the school is trying to promote. He stated that he felt the school was giving out a mixed message with the sale of sugary cakes. • FDC also stated that the “handlers” should wear gloves, when handling the cakes as it wasn’t very hygienic. • AG responded that the idea was for the cakes not to be touched but sold in sealed bags, however, some parents sent in trays of 12 cakes that had to be distributed and the larger cakes were to be distributed with the smaller cakes, in the interest of fairness. It was agreed that the use of gloves, however was a good idea for future. • AG advised that this is a termly event and parents have the right not to send in money with their children, if they don’t want them to buy the cakes and also she reminded the committee that the parents have a responsibility to monitor the children’s intake, as the cakes should only have been consumed after school and not during the day. • NB suggested that perhaps, if we hold this event again, we should limit the cakes to 2 per plate and add some fruit instead of 4 cakes. • KN agreed that this was a better option. • AG remarked that although this was a fairly easy event to run , if the committee wanted the event substituted, then perhaps they could suggest alternative events instead. • The committee agreed that it was OK to run this as an after school event, as the parents would have control but it was not regarded as a good idea to run a Cake Sale during the day for the children. • FDC also advised that the parents that she had spoken to had complained that they felt this event was too soon after the last sale and that they were being asked to contribute too often. • AG reiterated that the sale was only once a term , so did not think it was excessive .

2	Parental Engagement	<ul style="list-style-type: none"> • AG advised the committee that they need to spread the message of what the PSA are doing and why to the parents. • She reminded the committee that the money being raised was to buy lighting & curtains for the stage together with blinds for the Small Hall, which would enhance future performances. • She further advised the committee that they need to "recruit" parental help for events and that we need to space out that help over the duration of the events and not have parents only for part of the time. • DS remarked that a good way of promoting the PSA was through the website and BD advised that a meeting was taking place this morning to alter the website- thus the PSA would feature more prominently. • BD further advised that plans were going ahead to update the Reception area at the front of the school and that there were plans to install a TV monitor in a prominent place with scrolling information of what is going on in the school- i.e. PSA events etc. BD also distributed PSA badges to some of the committee. She advised that by wearing these badges every time they came to school, parents will identify them as PSA committee members and it makes it easier to talk to parents about the PSA. • ACTION: BD to order more badges. • KN also stated that he felt that another good way to raise awareness was through assemblies so that the children can go home with the PSA message and some parents, who have difficulty understanding the language, can learn about this through their children. • ACTION:AG to discuss this with Head Teacher. • DS asked if it were possible to have some translations on our flyers in the future. • ACTION: BD to look into the possibility of this. • DS further advised that he felt it may be beneficial for the PSA to belong to the nationwide group online of PTAUK (pta.org.uk) as this had many benefits including public liability insurance, which currently we do not have. • It costs £113 per year and this will be discussed further at the next meeting
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3	Next Event – A Taste of Fryent	<ul style="list-style-type: none"> • This is being held on April 27th after school. • The PSA to sell refreshments such as bottles of water / fruit juice and DS/AG/ KN to liaise re buying these. • The committee were asked to advise parents that we were also trying to organize " A Taste of Fryent " recipe book and the committee should speak to parents to bring their recipes on the night for inclusion. • ACTION: BD/ AG to organize a letter home to parents promoting this event, one week prior to the event and BD to send a text to all parents the day before. • ACTION- AG to distribute helpers timetable to committee . • AG advised that the time for this was 4 pm until 6 pm and the committee felt that a 4 pm start was too late and that it should start directly after school otherwise the parents are inconvenienced at having to wait until 4 pm to come along. • The committee were advised that parental help was required to sell the refreshments from 4 pm until 6 pm.
4	Bring and Buy Sale / Bottle and Can Tombola	<ul style="list-style-type: none"> • This event is to be held on May 23rd . • After discussion, it was agreed that it was better to only hold the Bring and Buy sale rather than combine it with a can and bottle tombola. • It was also agreed that a Nearly New Uniform stall would also be part of the Bring and Buy sale as it was very popular with the parents at the last sale. • The committee agreed that items for sale be restricted to good quality toys, books etc and no clothing, other than uniform. • NB suggested that perhaps the committee buy some items for sale but it was not felt to be a viable option. • Once again it was stated that parents were needed to run the event and also to come in on the day before, to sort through the items for sale and remove anything not worthy of sale. • BD suggested that if every member of the committee enrolls 2/3 parents each to help , this would then provide a sufficient number of helpers. • ACTION: BD/AG to organize letter to parents, thanking them for their contribution to Red Nose Day and advising that we raised £115 from the face painting. • AG also stated that it may be a good idea to ask parents to spend some of the Easter break to check through their items at home for donations. • ACTION: AG to advise teachers to remind the children regarding donations . • It was agreed that the committee be available for sorting through the donations for sale for the Bring and Buy on Monday 22nd at 9:00am.

5	Family Picnic	<ul style="list-style-type: none"> • The committee discussed some of the planning for the picnic, which is to be held on Sat 15th July (weather permitting), on the field and playground. • NB advised that she had already been given assurances that a couple of local businesses were willing to donate prizes for the Raffle and BD advised that she had secured a holiday voucher from another local business. • BD further advised that Greggs Bakers have a charity section that deals with donations. • ACTION: BD to contact to obtain donation from Greggs. • It was agreed that the committee would obtain the prizes for the raffle from local businesses etc. • DS stated that he would go to Brent Cross to see if he could obtain any donations. • Tickets (which need to be purchased) will be sold prior to the event and drawn on the day. • Raffle tickets will be sent home with children to be returned in a clearly marked envelope with the child's name and class displayed. • After discussion, it was felt that the cost of the tickets should be 25p per ticket or £1.00 per strip of 5. • It was further agreed that a programme should be printed thanking the business who donated. • BD also talked about the hiring of a bouncy castle, which was discussed at the last meeting and the committee agreed for BD to go ahead and hire this for that day. • ACTION: BD to hire Bouncy Castle. • DS asked about activities during the picnic and AG advised that some games could take place in the MUGA and on the field (away from the picnic) , such as rounder's, hula hoops, skipping ropes etc • DS and KS agreed to organize the rounders etc • AG reminded the committee that parents must be responsible for their own children on that day. She further advised that none of the teachers were expected to attend in a professional capacity. • NB advised that she could get 2 x outdoor speakers for the day which could be " hooked up " to some music system and all that was required was an outdoor electrical socket / lead.
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6	AOB	<ul style="list-style-type: none">• None

Date of Next Meeting – 9:00 am – Friday 5th May

Committee members :

Chair: Dan Salaman

Secretary- Beryl Douglas

Treasurer: Alison Gross

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