



Minutes of PSA Meeting on

Friday 5<sup>th</sup> May 2017 at 9:00 a.m.

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

Apologies: Nita Bhuva

Minute Secretary: Beryl Douglas (Secretary)

Item No.	Item Heading	Action points agreed and by whom?
1	Feedback from Taste of Fryent	<ul style="list-style-type: none"> <li>• AG reported that £48.00 was taken from the sale of refreshments at the Taste of Fryent but unfortunately, this gave a profit of only 27p!.</li> <li>• However, there is enough water and juice to be sold at the 3 Sports Days coming up and this will be pure profit.</li> <li>• The idea of a Taste of Fryent recipe book was not well received as only 2 people brought in their recipes. AG suggested that most of the parents may not use written recipes but this is just verbally handed down through the generations. <ul style="list-style-type: none"> <li>• Some useful feedback was provided by the PSA committee members who had been present which will be passed on to be considered for next year's Taste of Fryent curriculum evening.</li> </ul> </li> <li>• DS stated that he felt that by the time the concert was finished, there was a limited range of food left for the parents and children who then went onto the sports hall.</li> <li>• FDC noted that lots of parents brought in food, put it in the Sports Hall on the tables which were laid out, and when they returned, most of it had gone.</li> <li>• AG replied that the intention was that if parents were attending the concert, any food they brought in with them, should be placed at the back of the small hall and then taken with them to the Sports hall after the concert. This however, did not happen.</li> <li>• DS stated that it may be a better idea for the future, to hold the Taste of Fryent and the concert on 2 separate days or just hold the Taste of Fryent as a stand alone event.</li> <li>• BD suggested that if the 2 events were to be held on the same day next year, then perhaps a solution was for the parents to leave their food either in reception or possibly erect a couple of table outside the Sports Hall, where the food could be left, under supervision.</li> <li>• DS went on to say that he felt the timings were not helpful to parents as it</li> </ul>

		<p>was a huge expectation for them to collect their child at 3:15pm and either hang around until 3:45pm or to go home and return. He felt that the event should take place at 3:15 (when collecting the children).</p> <ul style="list-style-type: none"> <li>• AG advised that this was not possible as <b>time was needed to ensure the hall was ready at the end of the school day and to allow staff to dismiss their children.</b></li> <li>• <b>AG thanked everyone for their feedback</b></li> </ul>
2	<p><b>Bring and Buy Sale/ Nearly new uniform sale</b></p>	<ul style="list-style-type: none"> <li>• This will be held on 23<sup>rd</sup> May throughout the day.</li> <li>• It is not possible to hold this event after school as there are after school clubs held every day, in both halls.</li> <li>• AG had previously agreed to speak to Mr Freize to see if one of the clubs could be changed for that day but had not yet done so.</li> <li>• Therefore, all classes will be allocated a slot for their class to come to the small hall during the day, <b>so that all children will have an opportunity to buy items.</b></li> <li>• BD tabled a flyer about the event and it was agreed that the flyer be altered slightly to reflect the Bring and Buy during the day and the Nearly New Uniform sale after school. This would be put on the website and displayed around school.</li> <li>• AG noted that a parent help <b>rota needs</b> to be set up so that the items can be checked and organised.</li> <li>• DS stated that NB had volunteered to come in on 22<sup>nd</sup> from 9-12 to help sort the items for sale.</li> <li>• FDC, DS, SC (until 10) and KN also agreed to come in to help.</li> <li>• BD advised that if each of these committee members enlisted the help of at least one other parent for the rota, it would then become a less onerous task.</li> <li>• AG reiterated that the committee really need to “get the PSA message” across to all parents when the committee are in the playground and committee members should wear their badges at all times.</li> <li>• KN asked if any further thought had been given to the idea of the PSA attending assemblies to promote the committee. ( see item 4)</li> <li>• It was discussed that there will need to be a minimum of at least 3 parents at all times during the day to “ man “ the stalls as each class will have a 15 minute slot in the hall.</li> <li>• Not all committee members can be at school for the whole day so DS to draw up a rota for parents to attend both during the day and after school to “man“ the Nearly New Sale .</li> <li>• <b>ACTION:</b> DS to organise parent help rota.</li> <li>• It was also agreed that an A3 flyer be displayed a few days before, at the school entrance to advertise the event, as well as being displayed on the website and also on the newly set up Twitter, Facebook and Linked In accounts.</li> </ul>

		<ul style="list-style-type: none"> <li>• FDC stated that it was very difficult to get parents to engage and DS felt that a QA session between Mr Nowak and parents may help.</li> <li>• AG noted that only 3 parents turned up for the after school E-safety workshop that was held recently and only 12 turned up for the morning session. This was not a good percentage of parents in the whole school.</li> <li>• A letter will be sent out to advertise the event, however DS advised that not all parents get to see letters that are sent home, as children do not always give the letters to <b>parents</b>.</li> <li>• AG stated that the parents have a responsibility to check their child's school bag but KN counteracted that different households operate differently and some are too busy for this.</li> <li>• It was suggested that a text be sent out after a letter has gone out to the whole school and this could be trialed for 2 weeks to judge response.</li> </ul>
<p><b>3</b></p>	<p>Update on plans for Family Picnic/ Raffle</p>	<ul style="list-style-type: none"> <li>• This is being held on 15<sup>th</sup> July 2017</li> <li>• BD was still waiting for the go ahead to book the bouncy castle for the picnic and it was agreed that as it was only approx. £100 for the hire/ delivery etc. this should be booked asap. There would be a charge for the children to go on the castle, on the day.</li> <li>• DS stated that as there was over £5k in the PSA fund, the plans for the lighting / curtains for the stage should go ahead.</li> <li>• <b>ACTION:</b> AG to follow this through to organise the work to be carried out in the Summer holidays, ready for September. AG advised that she will liaise with Ms Brown and report back to next meeting with time scales and costs.</li> <li>• KN and DS will organize games for the day.</li> <li>• BD asked whether the committee were any further advanced with obtaining raffle prizes and this will be discussed fully at the next meeting.</li> <li>• BD also asked about music for the afternoon and was advised that DS will be liaising with NB as she had previously offered to organise this for the event.</li> <li>• <b>ACTION:</b> DS to liaise with NB over providing music.</li> <li>• AG advised that whatever equipment is used, must be PAT tested.</li> <li>• BD queried if the playground toilets would be accessible on the day and was advised that they would be.</li> <li>• <b>ACTION:</b> AG to check school's insurance is acceptable for this event</li> <li>• AG advised that the school already has some items that can be used for the raffle – AG to check where they are stored.</li> <li>• All committee need to be proactive and go out and secure raffle prizes asap</li> </ul>
<p><b>4</b></p>	<p>Assembly Dates and Flyer</p>	<ul style="list-style-type: none"> <li>• KN asked if the school had given anymore thoughts about the PSA committee members addressing assemblies and AG advised that the school is happy for this to go ahead. <ul style="list-style-type: none"> <li>• DS said that he will put together a document that the PSA members can use at assemblies - this will give a consistent message.</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>• (Please see attached document)</li> </ul> <p><b><u>Assembly Rotas</u></b>  <b>Summer Term -</b>  <b>Thursday 11<sup>th</sup> May</b> Cobalt (Year 4) - KN to attend  <b>Thursday 18<sup>th</sup> May</b> Apple (Reception) - KN/DS to attend  <b>Thursday 15<sup>th</sup> June</b> Emerald (Reception) - FDC to attend  <b>Tuesday 20<sup>th</sup> June</b> Sapphire (Year 3) -  <b>Thursday 22<sup>nd</sup> June</b> Fern (Reception) – FDC to attend</p> <p>It was agreed that the parents from the committee who would normally attend their children’s assembly, talk at that assembly.</p> <ul style="list-style-type: none"> <li>• The assembly being held on 18<sup>th</sup> May would also be used to advertise the Bring and Buy Sale.</li> <li>• FDC advised that a lot of parents that she speaks to, don’t understand the role of the PSA and she hoped that this would help to enlighten parents - although it’s not easy.</li> <li>• AG advised that if parents are unsure, they should speak to their child’s Class Teacher, Year Leader or AHT.</li> </ul>
5	PTA UK Membership	<ul style="list-style-type: none"> <li>• It was agreed that DS and BD liaise re the PTA UK application.</li> <li>• This will be done via email and actioned for next meeting</li> </ul>
6	Forthcoming events	<ul style="list-style-type: none"> <li>• Bring and Buy Sale / Nearly New Uniform Sale – 23<sup>rd</sup> May 2017</li> <li>• KS1 Sports Day – 27<sup>th</sup> June 2017 <b>from 9:00-11:30</b></li> <li>• KS2 Sports Day - 28<sup>th</sup> June 2017 <b>from 9:00-11:30</b></li> <li>• EYFS Sports Day – 30<sup>th</sup> June 2017 <b>from 9:00-10:30</b></li> <li>• Family Picnic – 15<sup>th</sup> 2017</li> </ul>
7	A O B	<ul style="list-style-type: none"> <li>• AG reiterated that the committee really need to “get the PSA message” across to all parents when the committee are in the playground and should wear their badges at all times.</li> <li>• The matter of communication between committee members was raised and it was agreed that the most convenient type of communication was with a Whats App Group but this precluded staff members using their personal mobiles for school business.</li> <li>• BD advised that she now had a work mobile and would advise the committee members when she had Whats App downloaded to her phone.</li> <li>• BD advised that AG also had a work mobile and therefore, could be included into the group however this would be restricted to school hours only.</li> </ul>

		<ul style="list-style-type: none"><li>• BD stated that she would keep SC advised of any communication between the committee as SC did not have a work mobile.</li></ul>
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**Date of next meeting – TO BE ADVISED**