



Minutes of PSA Meeting on

Monday 5<sup>th</sup> June 2017 at 9:00 a.m.

**Persons Present:** Dan Salaman (Chair), Alison Gross (Deputy Head/Treasurer), Keme Ndukwe, Vasheehary Piratheepan, Flaudenice De Castro, Marwa Syed

**Apologies:** Saltana Chughtai, Roxanna Poenaru

**Minute Secretary:** Beryl Douglas (Secretary)

Item No.	Item Heading	Action points agreed and by whom?
1	Apologies for Absence	None received.
2	Feedback from Bring and Buy Sale	<ul style="list-style-type: none"> <li>• The committee felt that parents were not given enough time to donate items for the Bring and Buy sale.</li> <li>• There were not enough items donated to make it a viable sale, so it was decided to postpone this and have a table of items at the Family Picnic on 15<sup>th</sup> July instead.</li> <li>• DS stated that perhaps a sale should only be held once every half term or termly as more time was required to collect all the donations.</li> <li>• He suggested that parents should be allowed to donate items throughout the term, although appreciated that storage might be a problem.</li> <li>• FDC suggested that the committee collect items first then set a date for the event but BD advised that this was not possible as the school did not have adequate storage facilities to house the items for a long period of time.</li> <li>• DS continued by stating that he felt it was difficult for parents and committee members to attend and run events during the school day and that it would be better to hold these events after school.</li> <li>• AG agreed but advised that the school holds after school clubs every day in the halls and therefore this was not possible.</li> <li>• KN asked if events could be held in the PAE room and possibly the adjoining corridor as well.</li> <li>• AG stated that she felt that the room was probably too small and presented Health and Safety challenges for the school.</li> <li>• The committee also felt that if any events were held after school, then parents should not be admitted until 3:20 p.m.</li> <li>• BD asked if the PSA could liaise with Adam Frieze and if given enough notice, could one club be either moved to another day or postponed .</li> </ul> <p><b>ACTION:</b> AG to liaise &amp; report to next meeting</p>

<p>3</p>	<p>Update on plans for Family Picnic/ Raffle</p>	<ul style="list-style-type: none"> <li>• BD advised that the bouncy castle is all booked and paid for and that they will be arriving at 11 a.m. on the day to set up and take down about 3 p.m.</li> <li>• Advertising needs to be done via newsletter, website and flyers.</li> <li>• BD advised that we can now advertise events on the school's Facebook page and Twitter as well.</li> <li>• AG stated that Mr Nowak has also agreed that the PSA can have a dedicated notice board which will be erected in the car park area as well as using the one in the driveway.</li> <li>• KN asked if the school could involve the children in making art projects which could be sold/ exhibited at the picnic as this would generate interest for the parents to attend.</li> <li>• AG advised that the school art curriculum was already set and therefore, this may not be an option for this year.</li> <li>• BD suggested that, in order to generate interest for the children to attend, a "golden ticket" in the raffle could be used.</li> <li>• She suggested that one ticket per class is identified as a golden ticket and a prize would be given on the day.</li> <li>• After discussion, it was agreed that a random raffle ticket number would be the designated number for the golden ticket and this would be printed on a list that would be displayed on the day.</li> <li>• The committee were asked to help pin the raffle tickets to the letters going out to the children and it was agreed that each committee member would be allocated 3 classes and the letters and raffle tickets would be collated one morning – date to be agreed.</li> <li>• It was suggested as the school had received donations of books, perhaps a few of these donations could be used for these <ul style="list-style-type: none"> <li>• <i>Post meeting – we were informed that this would not be possible as these books were donated specifically for the library. So the PSA need to buy some items to give as golden ticket prizes.</i></li> </ul> </li> <li>• <b>ACTION: BD to purchase 6 x raffle ticket books.</b></li> <li>• At present the raffle prizes so far are : <ol style="list-style-type: none"> <li>1) A £50 voucher for a holiday</li> <li>2) A £20.00 voucher for a local pharmacy</li> <li>3) A dental kit</li> <li>4) A cool box</li> </ol> </li> <li>• KN agreed to contact a couple of local restaurants to try to obtain vouchers,</li> <li>• AG advised that one of the parents works at Pret a Manager. Keme volunteered to speak to her as he knows her to see if a voucher can be obtained.</li> <li>• Hiranthee's husband works at the Co Op in Hendon so KN is going to try and get a hamper donated.</li> <li>• BD will contact Mayfair the uniform suppliers and obtain a voucher.</li> <li>• DS is going to Brent Cross on Friday to get some prizes donated as well.</li> <li>• It was noted that Saltana had previously stated that she had a contact for perfumes and would try to obtain a donation.</li> </ul>
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4	PSA Finance Report	<ul style="list-style-type: none"> <li>• AG apologised that she had been unable to produce a formal financial report but advised the committee that as of September 2016, the PSA account had £6130.</li> <li>• The cake sale and the Enterprise week activities raised a combined total of £544.00</li> <li>• The amount at end of April 2017 was £8221.00, which is the most amount of money that the PSA have had for a while.</li> <li>• The committee had agreed to fund the cost of the Yr 6 leavers’ gift which cost £354.00</li> <li>• AG had received one quote for stage lighting and curtains of £2798/£2740.</li> <li>• BD stated that the Head Teacher has stated that the school needs new chairs for the small hall but the committee vetoed that idea as they felt that the school should pay for this .</li> <li>• DS asked AG if we are able to proceed with organising the installation of the stage equipment and was advised that we still need to obtain 2 further quotes.</li> <li>• AG further advised that she has enlisted the help of Andy Thompson, Governor in an advisory capacity for this project.</li> <li>• <b>ACTION:</b> AG to report to next meeting with further quotes for stage equipment.</li> <li>• FDC asked if the PSA could perhaps fund extra resources that the children may need</li> <li>• DS advised that it would be beneficial for the PSA and Mr Nowak to meet to set out proposals – date to be agreed.</li> <li>• FDC suggested that the PSA publish a list of how the money already raised has been spent and how the PSA intend to use funds in the future. This would show parents that the PSA is an important part of the school.</li> <li>• BD also suggested that the PSA might like to fund a canopy in the driveway for parents to use in bad weather while they are waiting to collect their children.</li> </ul>

5	PTA UK Membership	<ul style="list-style-type: none"> <li>• The PSA is now registered with PTA UK.</li> <li>• It has been noted that the parents on the committee find it difficult to talk to other parents regarding PSA issues such as helping to run events or to ask for donations .</li> <li>• <b>ACTION:</b> BD to contact PTA UK to get advice and committee members to speak to other parents at different schools, if possible to see how they manage this problem</li> <li>•</li> </ul>
6	Forthcoming events	<ul style="list-style-type: none"> <li>• School Family Picnic – see note 3</li> <li>• Sports Days - 27<sup>th</sup> June – KS1 – 9:15 to 11:30 a.m. 28<sup>th</sup> June - KS2 – 9:15 to 11:30 a.m. 29<sup>th</sup> June – EYFS – 9-10:30 a.m.</li> <li>• The committee were asked if they could attend any/all of those days to sell refreshments</li> <li>• ACTION: DS to draw up a rota and circulate via Whats App.</li> </ul>
7	A O B	<ul style="list-style-type: none"> <li>• During half term, AG visited another school as they were having a car boot sale and decided to speak to the organisers to see if she could get any useful information to bring to the committee meeting. The committee chair invited AG to come along to their Summer fair next month. AG suggested that other committee members might find it beneficial to visit other schools holding a summer fair and speak to the committee members to find out what is involved in organizing a large scale summer fair.</li> <li>• The committee felt that a car boot sale would be a good event to organise as there is minimal work to do for this except advertising and taking deposits for pitches.</li> <li>• It was felt that it would be a good event for next year.</li> <li>• AG suggested that the committee plan events early on in the year for the year ahead.</li> <li>• AG tabled a draft Terms of Reference for the PSA which will be discussed in full at the next meeting</li> </ul>

**Date of next meeting – Friday 30<sup>th</sup> June at 9:00 a.m.**