



Minutes of PSA Meeting on

Monday 2nd October 2017 at 9:00 a.m.

Persons Present: Alison Gross, Keme Ndukwe, Saltana Chughtai, Nita Bhuva, Flaudenice De Castro

Apologies: Adheeb Thaheer, Marwa Syed

Minute Secretary: Beryl Douglas (Secretary)

Observer: Sam Nowak (Head Teacher)

Item No.	Item Heading	Action points agreed and by whom?
1	Welcome	<ul style="list-style-type: none"> • The committee were informed of the resignation of the Chair - Dan Salaman and the committee noted a vote of thanks for all his work. • In the absence of an elected chair, AG chaired the meeting and welcomed the members. • AG formally thanked the committee for their hard work last year and in particular the successful family picnic.
2	Election of New Chair person	<ul style="list-style-type: none"> • BD suggested that the committee agree on a quorate figure of committee members at any one time, in order to be able to make committee decisions such as the election of Chair. It was noted that we currently have 8 members on the committee (excluding 2 full time members of staff but not Saltana who is both a parent and staff member). It was agreed that in order for the meeting to be quorate there were would need to be 50% of the committee in attendance. • It was further agreed that a suitable number of committee members was 12 and therefore, there were 4 spaces to fill. Committee members were asked to canvas other parents to become committee members and fill the remaining 4 spaces. • BD proposed that KN and NB were joint Chair Persons and seconded by AG. This was unanimously agreed. • KN then proposed FDC as Vice Chair and was seconded by BD. This was also unanimously agreed. • It was agreed that AG remain Treasurer and BD remain as secretary.
3	Allocation of funds	<ul style="list-style-type: none"> • AG agreed to ask Mr. Nowak to attend the meeting before allocation of funds were discussed. • AG advised that we need to look at how funds were raised and inform parents of how the monies raised were used. • SN stated that he felt the purpose of the PSA was to try to provide the school with

- items that the school budget doesn't allow for and which enhance the children's learning. He went on to congratulate the committee on their work last year.
- He agreed that the family picnic was a huge success both financially and socially, which raised £500.
 - AG advised the committee that the work to erect the stage curtains and lighting was not completed during the summer break, because 3 quotes had to be obtained and this was not completed until the last week of the Summer Term.
 - The quotes were tabled and it was felt that lighting would be ineffective as blinds would also be required and they would obliterate the Fire Exit signs, which was a legal requirement.
 - AG was assisted with this project by Andy Thompson (Governor) as he had more specialised expertise.
 - AG then proposed that the school only proceeds with the erection of stage curtains at this time.
 - The committee agreed and AG was to organise this work to be completed during the October half term break.
 - **ACTION:** AG to organise stage curtain work for October half term break, as this would take 1 to 1.5 days to complete.
 - BD asked how much money was left over from the funds raised as she felt the school could benefit from buying a sound system.
 - The committee was advised that at present, there was approximately £3.5 k left as the drapes would cost approx. £.35 k and therefore BD was tasked with obtaining quotes for a sound system for the stage/ hall.
 - **ACTION:** BD to organise quotes for sound system for next meeting.
 - It was agreed not to proceed with stage lighting at this stage.
 - SN was then asked what he felt would be a good use of the PSA funds and he proposed the replenishment of new chairs for the hall. The committee, however, were not keen to undertake this project as they felt that this was not particularly enhancing children's learning.
 - KN asked SN what else did the school require and SN replied that books for the library and classrooms were always needed.
 - AG agreed that they have to be constantly replenished.
 - KN asked how much this would cost and SN advised that the library has an annual budget of £5k.
 - After discussion, it was agreed that the PSA agree a percentage each year of the funds raised and donate this to buying books for the school .
 - KN then asked if the school might benefit from buying into a reading service and was advised that this might be ineffectual as it would not have influence on the whole school.
 - FDC then asked if SN felt it would be beneficial for the school to provide instruments so that parents don't have to buy .
 - AG reminded the committee that Brent Music Service hire out violins and guitars and there are keyboards in the school already.

		<ul style="list-style-type: none"> • FDC asked if the school could provide after school or weekend music practice and was told that to do so would have cost implications on staff, so would not be viable. • AG stated that the school already buys into the Brent Music Service who provide instrument tuition. • FDC then asked how after school clubs were decided and was advised that Mr Freize organises the clubs on a first come, first served basis. If the clubs are oversubscribed then names are pulled from a hat. • Mr Frieze is approached by external agencies to run the clubs along with Teaching Assistants who run after school clubs. • SN then excused himself from the meeting.
4	Forthcoming Events	<ul style="list-style-type: none"> • The committee then went on to discuss future events. • KN suggested that a sponsored walk be arranged as there was minimal effort involved by the committee and it would be a good social and financial event. • He stated that the walk could either be completed in groups on a set day and route or on any date between a given time and could be self-managed and flexible. • After discussion, it was agreed that KN would organise this and report the details to the next meeting. • It was agreed however, that this required careful marketing to ensure a good success. • ACTION: KN to finalise details for the sponsored walk. • BD suggested that we capitalise on the success of the Family Picnic and hold a Christmas fair in the 2 halls. This will be discussed at the next meeting in greater depth. • Another suggestion was for the school to hold a school disco for the children and that this would be split into 3 groups e.g. Nursery and Reception – 3:30 to 4:30 pm , KS1 from 5 to 6 pm and KS2 from 7 to 8 pm . • Adults would be required to supervise and this could be organised for the Spring term.
5	Date for next meeting	<ul style="list-style-type: none"> • To be arranged