



Minutes of PSA Meeting

Friday 30th June 2017 at 9:00 a.m.

Persons Present: Dan Salaman (Chair), Alison Gross (Deputy Head/Treasurer), Flaudenice De Castro, Marwa Syed, Nita Bhuva, Saltana Chughtai, Adheeb Thaheer

Minute Secretary: Beryl Douglas (Secretary)

| Item No. | Item Heading | Action points agreed and by whom? |
|----------|---------------------------|--|
| 1 | Apologies for Absence | Keme Ndukwe, Vasheehary Piratheepan |
| 1a | Welcome new members | Mr Adheeb Thaheer was welcomed as a new committee member. |
| 2 | Plans for future spending | <ul style="list-style-type: none"> AG advised that she has had 2 quotes and is still waiting for the 3rd quote before proceeding with organising the work on the stage lighting and curtains to go ahead. DS stated that on behalf on the committee, he hoped that the work would go ahead during the summer break and be ready for the new academic year. AG stated that she had enlisted the help of Andy Thompson, governor in an advisory capacity on this project. She advised that one quote received was for £2790 for lighting and £2740 for curtains. The second quote received was for £3661 for lighting and a separate quote from the same company for £8500 for curtains and lighting combined. DS advised AG that she should contact Clarity Installations after the meeting as they would be able to quote. AG stated she would do this and also advised that she has been told that the work would only take one day to complete. ACTION: AG to get a 3rd quote and organise for the work to be carried out in Summer break, if possible. There was no further discussion around any other planned spending at this time |

| | | |
|---|------------------------|---|
| | | <ul style="list-style-type: none"> • DS agreed to do the signs to advertise the picnic i.e. <ol style="list-style-type: none"> 1) Welcome to Fryent Family Picnic 2). This way for games 3) DO NOT USE 4) Toilets this way 5) Refreshments – 50p • The raffle will be drawn at 2:30 pm. • The raffle prizes will be listed as: <ul style="list-style-type: none"> • First prize- Holiday voucher • Second Prizes – 2 x £25 vouchers for Mayfair outfitters- these will be drawn simultaneously. • Third Prize – Roop Shringar voucher • Fourth Prize – Fruit Hamper • Other prizes to be advertised – NB and SC to come in on Monday 3rd July to wrap the gifts donated. • It was agreed that BD will draw up a full list of prizes and also a list of each class’s golden ticket number, which will be displayed by the raffle table. • DS advised he will go to Kingsbury Fruiterers to collect hamper on Friday 14th • ACTION: DS to collect Fruit Hamper. • BD stated that after the event a thank you letter will go to all the businesses and people who donated prizes. • The committee agreed that any bikes / scooters etc brought on the day, should be parked and not used during the picnic. • The committee were advised that all children must be accompanied by an adult and also no adults on their own (unless known to the school) will be allowed entry. |
| 4 | PSA Terms of Reference | <ul style="list-style-type: none"> • The draft document was approved and it was agreed that all new committee members would receive this at their first meeting. Mr Thaheer was duly given the draft, which would be circulated when final document is finished. • ACTION: AG to circulate completed document to committee in September. |
| 7 | A O B | <ul style="list-style-type: none"> • AG advised that at the time of the meeting there was £7556 in the PSA account and that this year , the PSA had raised £1503.46 • BD advised the committee that the PTA UK insurance covered public liability. |

Date of next meeting – TBC (via What’s App)