



Minutes of PSA Meeting on

Thursday 2nd November 2017 at 9:00 a.m.

Persons Present: Alison Gross, Keme Ndukwe, Saltana Chughtai, Nita Bhuvva, Flaudenice De Castro, Adheeb Thaheer, Marwa Syed

Minute Secretary: Beryl Douglas (Secretary)

Item No.	Item Heading	Action points agreed and by whom?
1	Apologies for Absence	<ul style="list-style-type: none"> • None were received • ACTION: KN/NB /AG to try to speak to Roxanna Poenaru see if she is still interested in remaining as a committee member as we have no communication with her . • The committee were reminded of the need to advise either the Joint Chairs or BD if they were unable to attend any meeting
2	Preparation for Christmas Fair	<ul style="list-style-type: none"> • The date of the Christmas Fair was agreed as Saturday 9th December 2017 between 1:00 pm and 3pm • It was decided that there would be a 1hr window for stallholders to set up prior to the event from 12 midday • The committee discussed the options available and decided that it was best to try to sell pitches to traders such as popcorn , candy floss stalls etc. • ACTION: BD to contact the people from the Summer Picnic and also she had been contacted by other traders who were interested • It was agreed that the cost of each stall should be £60.00 but if a trader wanted to take more than one , then a reduction could be offered. • After discussion , it was agreed that a Bouncy castle should be hired as it was a great success at the Summer Picnic • MS stated that she knew of a company who hired these out and also offered members of their staff to “ man “ the castle but it was agreed that the school charges children to use it • It was further agreed that the Bouncy Castle would be set up in the Small hall , if Mr Nowak agreed . • Also it was decided that there should be a “ walkway “ to line up at one side of the hall and another “ walkway” to leave at the other side of the hall and a committee member was required to take money and supervise • ACTION: BD to check and organize the hire of the bouncy castle. • The committee further agreed that an entrance fee of £1.00 per adult and 50p per child should be charged • The question of having a raffle was discussed and it was agreed that there was not enough time to get decent prizes and that we should plan this for the Summer Fair and aim to get big prizes

		<ul style="list-style-type: none"> • The main part of the Christmas fair would be in the Sports Hall with stalls around the perimeter and if needed , down the middle as well. • So far , there was the traders who expressed interest in taking a stand were : • Face Painting • Test your strength • Emoji Tombola • Candy floss • Popcorn and Slush Drinks • Catering stall to sell refreshment. • A school stand selling the books , games etc left from the Summer Picnic • There was discussion about the school making Xmas Cards to sell but it was felt that this was not practical as it was too near Enterprise Week. • AG suggested that the children donate items for sale by year groups e.g • Nursery and Reception – Toys • Yrs 1 & 2 – Books • Yrs 3 & 4- Games • Yrs 5 & 6 –Cakes • BD advised that if we are asking a catering company to pay to come to sell refreshments , it would be unfair for the school to sell cakes as well , so perhaps Yr 5& 6 should donate toiletries. • AG advised that this would make the children feel more part of the day. • ACTION: AG to compile and circulate a letter asking for donations by next week. • The committee also agreed that printed HI Viz jackets should be ordered so that the committee are visible on the day and used for future events and also so that parents can be identified in the playground. • ACTION: BD to order printed HI Viz • AG also enquired if a Nearly New uniform stand should also go ahead on the day but KN advised that the last sale didn't yield very much revenue . • AG advised that this should not really be viewed as a revenue stream but as a service for the community. • The committee felt that this should have happened during the recent Parents Evenings but after discussion it was agreed that this would be more effective at the Summer Fair as it's the end of term and should be advertised in the newsletter.
3	Stage Curtains update	<ul style="list-style-type: none"> • AG reported that the erection of the stage curtains did not happen during the half term as the hall was being used for one day's training and this coincided with the date the company wanted to start the work. • ACTION: AG to contact the company to rearrange for the work to be carried out. • KN suggested that the parents be informed when the work has been done so that parents can see the work the PSA do

4	Road Safety Week / sponsored Walk	<ul style="list-style-type: none"> • KN advised that he would like to coincide Road Safety Week (20th to 26th November) with sponsored walks. • This has been discussed with Adam Frieze who is in agreement and willing to help • KN advised that the parents could be asked to raise money by sponsoring their child on a walk during that week • It was agreed to investigate the cost of having T shirts printed to advertise the event but BD questioned if this was practical , bearing in mind that this was a winter event and the T shirts would be covered up with coats and therefore , defeating the advertising objective, • AG advised the meeting that the last lot of T shirts that were printed were for Yr 6 leavers cost £350.00 • Discussion took place and it was agreed that printed PSA Hi Viz jackets be ordered for all PSA members but no final decision was made regarding ordering any further Hi Viz for the sponsored walk. • ACTION: BD to order printed HI Viz for PSA • Adam Frieze also agreed that the children who take part in the Daily mile (Yrs 4.5.&6) could also be sponsored during Road Safety week. • KN did say that perhaps there was no enough to organise this but hoped that it could be completed by parents and children signing up for the walk , and then sending in the money after completion and collection of money. • KN felt that this could tie in with raising awareness regarding parking near the school . • There was also discussion about ordering printed armbands to advertise the sponsored walk and BD would advise the committee of costs. • KN to advise committee by what's app of any further details regarding the sponsored walk.
5	AOB	<ul style="list-style-type: none"> • <u>Easyfundraising</u> - AG advised that the school has an online easyfundraising account , which should be more widely used so that the school can raise money without very little effort. • It was explained that every time anyone shops on line , you go to the easyfundraising website and do your shopping through them and the school gets a percentage of all of the proceeds. • MS asked which outlets were on the site and BD advised that there was a large amount of retailers involved. • KN agreed that this was a good way of raising funds but that people were either unaware of this or just forget to use the site and it needs to be constantly publicised. • It was agreed to relaunch easyfundraising to parents • ACTION; AG to add piece to newsletter. • <u>Class Assemblies:</u> AG reminded the committee that last term they attended assemblies to promote the PSA and it was agreed that the committee would attend this rterm but they needed the dates • ACTION- BD to circulate assembly timetable with minutes • AT suggested that once the PSA has their HI Viz then it might be good to have a

		<p>table out in the playground to promote the PSA .</p> <ul style="list-style-type: none">• It was also agreed , that also agreed that although it is not a big money raiser, there should have been a Nearly New Uniform Sale at the recent parents evening as this is a service for the community.• It was agreed that at the Summer Fair , this would probably be better received.
6	Date for next meeting	<ul style="list-style-type: none">• To be confirmed via what's app group