



Minutes of PSA Meeting on

Thursday 23rd November 2017 at 9:00 a.m.

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



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"> • Apologies received from Marwa Syed • ACTION (from last meeting) : KN/NB /AG to try to speak to Roxanna Poenaru to 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	Discussion re Christmas Fair	<ul style="list-style-type: none"> • BD advised that despite her best efforts to get stall holders for the fair , the response had been extremely poor and therefore, after discussion, it was unanimously agreed to cancel the event. • KN asked if we should survey the parents to find out what sort of event they wanted but FDC suggested that this wouldn't elicit a good response from parents , so it was a waste of time. • A discussion followed about what type of events should be held and BD suggested a Quiz supper. The committee concluded that a Quiz Supper evening would not be popular with the parents. • BD went on to suggest that a Disco for the children may be popular and this was felt to be a better solution. • <u>School Disco- Friday 26th January 2018</u> • It was decided that this should be held on a Friday evening and Friday 26th January was agreed • AG advised that we would need some staff assistance as the ratio of children to adults must be met. • ACTION: AG to ask staff if they would be willing to help on the day. . • It was decided that 3 sessions should be held <ol style="list-style-type: none"> 1) Nursery and Reception children – from 3:30 – 4:30 pm 2) Years 1, 2,3 – from 5:00 to 6:00 pm 3) Years 4,5,6 – from 6:30 to 7:30 pm • It was agreed that the ticket price would include a bag of crisps and a drink for each child. • The committee felt that it was unable to set a ticket price, at this stage, until the costs of the disco hire and the refreshments were known , in order to cover the costs incurred. – Ticket price to be confirmed at next meeting

		<ul style="list-style-type: none"> • ACTION: BD to check on costs of Disco hire – KN suggested to try Tony Macaroni , AG suggested Crazy Mike and BD to find one other and get 3 quotes(see attached documents) • It was also agreed to pre-sell tickets which would be sent home on 1st December 2017 as a tear off slip on a letter distributed to whole school, with money and tickets to be returned by 8th December 2017 • If response is not good, then repeat the exercise in January. • BD agreed to send out a text to parents when letter is sent asking them to check for the letter re the disco • ACTION: AG to enquire if we can use the cashless process to collect money for this
3	Stage Curtains update	<ul style="list-style-type: none"> • AG reported that when the company came to quote, it was agreed that a pelmet was required to finish off the look of the curtains, which would incur a slightly higher price . • The order has been placed and the colour cloth (maroon to match the school uniform) had been chosen. However, the company seems to be taking a long time ,due to staff sickness, to fit the curtains. It was agreed that AG contact them to tell them that this must be fitted by next week or we will not proceed with the order. • The committee agreed that AG should advise the company that if we don't get a quick response with fitting, we will use another company who can fulfill the order quickly. • ACTION: AG to contact company to expedite the fitting.
4	New PSA Logo	<ul style="list-style-type: none"> • See top of page • BD presented a new PSA logo that the committee ratified • It was agreed to advertise the new logo to parents, where possible , to make them aware
5	Discussion re next events and proposed date	<ul style="list-style-type: none"> • The committee agreed to organise an Easter Egg / Treasure hunt on Saturday 24th March 2018 • KN suggested that each year group has its own treasure map / route, which will be pre sold • The children must be accompanied by adults and will collect tokens to be redeemed at the end of the hunt for Easter Eggs. • AT suggested that these routes be colour coded by Year Group to avoid confusion. • It was also suggested that when the Eggs were collected there would also be a stall selling refreshments. • It was agreed that the committee would enlist the help of other parents to assist with the stalls, • The final logistics and allocation of jobs for this will be set at a later meeting as the committee needed to organise, buying the eggs, making the maps and planning the routes, marshalling the routes, hiding the tokens and possibly replenishing them

		<p>during the afternoon etc, along with manning the photo queues and the refreshment stand.</p> <ul style="list-style-type: none"> • KN asked if it were possible to sell hot drinks and food but was advised that this would be a possible health and safety risk with children running around and that cold drinks and snacks were preferable • KN asked if the school might organise a Bonfire Night event and was informed that this was costly to organise as a proper display should be used. • BD suggested that as we had previously discussed having a Father Christmas photo shoot at the Christmas fair, perhaps we could organise a photo opportunity for children to have their photo taken with the Easter Bunny and charge for this ? • After discussion, it was agreed that instead of having a photographer, parents could pay for an allotted time so that they can take their own pictures. Timings would need to be monitored by a committee member or parent all the time. • An Easter Bunny costume would need to be hired
6	Set date for Summer Fair	<ul style="list-style-type: none"> • The committee realised that the Christmas Fair did not have enough preparation and planning and agreed to set a date for the Summer Fair so that this can be organised and advertised asap • The committee were advised to contact other local school's PTA's to get idea on how their Summer Fairs were ran. And what planning was involved • ACTION: BD to contact previous stallholders to try to sign them up in advance (AG to give BD the cards from other school's stall holders) • BD advised that Oliver Goldsmith school was having their Summer Fair on July 14th so it was agreed to hold ours on July 7th and to advertise to other schools in advance
7	Proposed dates for next meeting	<ul style="list-style-type: none"> • Following discussion, it was agreed that all meetings should be on a regular monthly basis rather than ad hoc dates. This allows the committee members to plan in advance to attend. • It was agreed to hold meetings on the first Wednesday of every month at 9:00 am
8	AOB	<ul style="list-style-type: none"> • BD advised that the printed PSA Hi-viz tabards that were on order hadn't arrived and would notify the committee when they could be collected.

Next Meeting – Wednesday 6th December 2017