



PSA meeting – Minutes

Date of meeting – Friday 12th January 2018



Persons Present- Keme Ndukwe (Joint Chair) , Nita Bhuva (Joint Chair) Flaudeneice De Castro (Vice Chair) Saltana Chughtai, Adheeb Thaeer

Minute Secretary: Saltana Chughtai

Item No.	Item Heading	Action points agreed and by whom?
1	Apologies for Absence	<ul style="list-style-type: none"> • Apologies were received from Alison Gross and Beryl Douglas. • No other apologies were received.
2	Update on School Disco	<ul style="list-style-type: none"> • Number of tickets sold – The exact numbers were not available as AG was absent but she had advised NB before the meeting that approximately 60 tickets per session had been sold to date. • It was suggested that the committee set up a table in the playground at home time on Thursday 18th and Friday 19th January to sell tickets to parents. The parents can collect the tickets at the time, as long as the ticket sold is correctly marked with the child's name and class and the appropriate permission slip is completed by the parent . • All Committee members must be wearing their PSa Hi Viz when selling the tickets • SC to organize the printing of tickets and pens for the 2 days. • BD to speak to Patrick/ Peter to ensure that a table and chairs are set up in the playground on those 2 days. • BD to ensure that Tina provides a float and money boxes for the 2 days. • Refreshments- It was agreed that NB, KN and or AT would go to Costco to collect Crisps and Water. • NB: <i>BD suggested after the event that ASDA would. Be cheaper for water and drinks as she had costed this already but the committee should decide which was better and easier. ASDA plain crisps are £0.85 for pack of 6 and water is £1.69 for 12.</i> • Rota for evening – It was agreed that there were 7 PSA members who would all attend for the whole evening. 8 x School staff have also volunteered to attend and 4 parents

		<ul style="list-style-type: none"> • have also agreed to help . They are Dan and Prabh Salaman, Sue Nudkwe and 1 other parent . KN to provide name • NB : BD will contact the Salamans to ask which session they will be attending . • Session 1 = 8 staff, 7 PSA members • Session 2 – 8 Staff and 7 PSA members • Session 3- 9 Staff and 7 PSA members+ 1 parent (Dan Salaman) . • The parent volunteers will be assigned to sessions accordingly • Staff volunteers to stay in the Hall , 2 x committee members to greet parents and collect tickets, 1 committee member to be in hall area outside the disco to direct children to toilets.(Reception toilets and Adult disables ground floor toilet. • 2 x Committee members to approach parents at the end of disco to try to enlist members • 2 x Committee members to distribute refreshments at the end • Friday 25/1/18 – NB. KN to come in to count money for banking • SC / AT/ NB to bag up refreshments on same day • NB : BD questioned (after the meeting) why the refreshments need to be bagged as this creates more work and litter? . A bag of crisps and a bottle of water can be handed out without being bagged.
3	Easter Event	<ul style="list-style-type: none"> • The Easter Egg / Treasure Hunt will be held on 24th March 2018 • Committee members must buy the eggs well in advance- to be discussed in full at next meeting • 3 different treasure routes to planned out for • 1) Nursery , Reception and Yr 1 • 2) Yrs 2 & 3 • 3) Yrs 4 ,5 & 6 • KN is waiting for floor plan of the school which AG advised she will forward to him, so that he can start on organizing the routes. • It was agreed that no more than 5 tickets per child can be sold. • Each child who attends will go home with at least 1 egg. • To be discussed in further detail at next meeting

4	Summer Fair	<ul style="list-style-type: none">• Some discussion took place about who to contact regarding raffle prizes and the companies suggested were<ol style="list-style-type: none">1) Mayfair2) Clarks3) Flip Out4) Cinema5) Smyths6) Halfords7) Restaurants8) PSA to purchase prize.• A floor plan was also required to allow for stalls at fair .
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Date of Next Meeting – Friday 2nd February at 9:00 am