



Minutes of PSA Meeting on

Wednesday 6th December 2017 at 9:00 a.m.

Persons Present: Nita Bhuva, (Joint Chair) Alison Gross, Saltana Chughtai, Adheeb 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 Marwan Syed , Flaudeniece De Castro and Keme Ndukewe • ACTION (from last meeting) : AG spoke to Roxanna Poenaru to see if she is still interested in remaining as a committee member as we have no communication with her. She assured AG that she was still interested but did not attend • The committee felt that as Marwa Syed works on a Wednesday, it was unfair to preclude her from attending the meetings and therefore, it was agreed that all future meetings will be held on the first Friday of each month. • AG apologised to the meeting for any confusion caused over the date of this meeting. <p>***Keme Ndukwe dialled in and attended the meeting via phone link</p>
2	Feedback from Sponsored walk	<ul style="list-style-type: none"> • AG advised that £601.50 was raised from the walk and 10% (£61) of this would be sent to BRAKE by cheque. • ACTION: AG to get cheque raised and sent off • AG thanked everyone for their help in organizing this event • BD advised that the total amount raised will be advertised in the newsletter, on the website and the Parents TV screen. • KN noted that the event wasn't too well supported and that more careful preparation and planning was required before the event to make it more successful. KN also stated that we need to make the PSA presence more noticeable and that the HI Viz printed jackets need to be worn more regularly • There was some discussion over committee members need to wear their HI Viz jackets at all times and KN stated that perhaps they would have more impact if they were worn maybe a week at time on a monthly basis • Ag stated that she felt it the committee should trial wearing them every day until the end of term to see what reaction there was. • BD explained that the Hi Viz would be a valuable "tool "for committee members to talk to other parents about the PSA and its function. . • NB agreed and stated that we need to take note of the lessons learned if we are to repeat the event next year.

3	School Disco Arrangements	<ul style="list-style-type: none"> • Claire White, Assistant Head Teacher, briefly attended the meeting as she wanted to share some views regarding the School disco. • She advised the committee that she wanted it noted that she felt it was unfair for the PSA to hold the disco on a Friday evening and expect staff to stay behind to help. She stated that she felt it should have been scheduled for another time but appreciated that it was too late to alter the arrangements for this time but to possibly consider the staff for future. • AG advised that it was not an expectation for the staff to attend but that it was voluntary. • CW understood but felt that there was an unwritten expectation for CLT to attend and she felt that Friday evenings were precious and another day may be better in the future. • AG stated that the committee had chosen a Friday night so that it would not impact on the children's after school activities and also they were not at school at the weekend. • The committee thanked Ms White and noted her views. • BD advised that Crazy Mikes disco had been confirmed for the day • A letter is going out to parents and will be advertised on the website, mobile app, Newsletter and the parent TV in reception. • AG stated that each of the 3 sessions would be limited to 150 children per session. • It was agreed to charge £3.00 per ticket • BD will work out the refreshments for the children and advise the committee. • The committee agreed to only buying plain crisps and bottles of water to eliminate choice for the children.
4	Summer Fair	<ul style="list-style-type: none"> • BD advised the committee that, to date, she had carried out a lot of work for the Summer Fair and relayed her findings. • The Ice Cream vendor who attended the Summer Picnic had been approached to come to the fair to sell ice creams. • BD advised that a pitch fee of £50.00 had been proposed but the vendor advised that he only wanted to pay the school a percentage of the takings on the day. • BD then contacted another vendor and quoted a pitch fee of £85.00 and this person was keen to accept • BD then asked the committee if they preferred to charge a flat fee or take a percentage and the consensus was to charge the flat fee. • ACTION: BD to send off booking form to secure the pitch. • BD went on to advise that she had contacted the traders below to get interest for stalls: • Pooja Sweets , Indian sweets • Hot food stall – sausage , chips

- Cold drinks/ Snow Cones & Drinks – *It was agreed to ask if they could sell something other than snow cones as that was very similar to slush- BD- to see if they can sell cakes or doughnuts possibly .*
- Candy floss, Slush and Popcorn.
- Face Painting
- Usborne books
- Test your strength / Emojis
- Children’s craft boxes (Toucan box)- BD advised that they sellers may not be able to attend but had offered for us to buy the boxes at a very reduced rate of £1.50 per box and the RRP is £5.00 – BD to request a sample box
- Fire Brigade – have already agreed to attend
- Police

- BD advised that she will follow up all these contacts and asked for the committee to try to get other sellers and let BD know if they are interested so that she can make contact and forward a booking form.
- BD further advised that she had made contact with other local schools PSAs and had found out valuable information.
- Robert Southwell were very helpful and agreed to come to a meeting to talk to the committee as they raised £20k from their last summer fair!
- The chair of the Friends of Robert Southwell will be invited to come along to our next meeting to talk to the committee.
- BD advised that following on from her talk with the lady, she felt that we were charging too much for the stalls and suggested that we charge £35.00 per stall instead of £50.00.
- Some discussion followed and it was agreed that the pitch prices are as per the table below :-
 1. Ice Cream Van - £85.00
 2. All food stalls - £50.00
 3. All other stalls - £35.00
 4. Multiple food stalls – charge £35.00 per stall
 5. Parents - £25.
- AT suggested that we try to find out what the sellers are charging for the meals so that we can regulate this.
- AG stated that we need a plan of the site to see exactly how many stalls. Pitches we can accommodate.
- **For plan** : AG to ask Site supervisor
- It was also agreed that the committee run Tombola stalls.
- Robert Southwell PSA advised that the way they did it was to ask the children to donate different items by year group and if they donated, then they can have a non-uniform day in their year group. If the child doesn’t donate, then they should pay £3.00.The committee thought this was a good idea.

		<ul style="list-style-type: none"> • It was agreed that each year should donate as follows: • Nursery & Reception – Bottles (any type of bottle , no just wine) • Year 1 – Stationery • Year 2 – Cakes and Biscuits • Year 3 – Packs of sweets/ chocolates • Year 4 – Books • Year 5 – Toiletries • Year 6 – Toys • It was agreed that these all need to be new and not used but if anything is donated that isn't suitable then it can be sold on the other PSA Stall selling the items we already have left over from the summer picnic • The committee also agreed to contact local and national businesses and parents etc. to try to get really good prizes for the raffle as it was agreed that we should have fewer but better quality prizes, such as Gym membership, spa days , bikes etc. • AG advised that we need to have a cut-off date for advertising.
	AOB	<ul style="list-style-type: none"> • Stage curtains – AG gave feedback on the progress of the stage curtains and advised the committee that as a pelmet for the tracking was required, the price had risen to £3824 to include installation etc. • KN stated that he was concerned that these had not yet been completed and really wanted this completed by January 2018, as this had been a protracted process. • It was agreed that the other companies • BD asked if, as AG was very busy, maybe some committee members might like to take over the project and KN. NB and AT agreed to meet on Friday to take this forward. • ACTION: AG to send over the information to KN by email before Friday • The committee agreed to try to contact the company to speed up the process and if not then to try to get a result from other companies , bearing in mind that we now have an exact plan of what we required • AG asked for a breakdown of costs of how much has been spent of PSA money so far – • ACTION:BD to send costs to AG • AT asked if the school has a number / name of someone who can make a mobile PSA banner - BD advised that we do and would send over the contact details • At to come to next meeting for the committee to discuss the design for banner • SC asked about how she could join the PSA Whats App group and it was agreed that she should speak to Sam to get agreement for her to get a PAYG Sim and use that just for this purpose. • KN also asked if there was support in place for Saltana to stay until the end of the meetings as she had to leave early at the last meeting. AG advised that the

		last meeting was exceptional circumstances as last time was short staffed and assured the meeting that under normal circumstances, this would not happen in the future.
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Next Meeting – Friday 12th January 2017