



**PSA meeting – Minutes**  
**Date of meeting –**



**Persons Present- Keme Ndukwe (Joint Chair), Nita Bhuva (Joint Chair) Saltana Chughtai, Adheeb Thaheer, Alison Gross (Treasurer)**

**Minute Secretary: Beryl Douglas**

Item No.	Item Heading	Action points agreed and by whom?
1	Apologies for Absence	<ul style="list-style-type: none"> <li>• Flaudenice De Castro, Marwa Syed</li> </ul>
2	Feedback from Disco	<ul style="list-style-type: none"> <li>• Money Raised from tickets sales =£615</li> <li>• Total spend for Disco &amp; refreshments = £391.40</li> <li>• Total Profit + £223.60</li> <li>• It was agreed that the event was a huge success</li> <li>• <u>Lessons Learnt-</u> <ol style="list-style-type: none"> <li>i) BD reported that she had received 2 x anonymous complaint Via Brent regarding the extra parking issues that holding the event had presented. As these were anonymous , the school couldn't directly reply but advised Brent that for any future out of school time activities , we would advise the neighbours as a matter of courtesy by sending a letter prior to the event.</li> <li>ii) AT asked how we can , in future , ensure that all children who Received tickets, had paid .There was some confusion as some parents and children thought they had paid but hadn't and were issued a ticket. There was apparently 19 children who had tickets and for some reason hadn't paid. BD suggested that in future, all payments should be online payment and no tickets issued unless the payment had been received. She suggested that the PSA set up a PayPal account but NJ felt that it may cause a problem for some parents. BD suggested that perhaps a PSA account be set up within the school's cashless money system. <b>ACTION</b> : AG to check with the school bursar to see if this was possible and then report back at the next meeting</li> <li>iii) AT said that there were children who wanted to buy tickets After the "cut off "time and had we sold them tickets, we could have taken more money but AG advised that we do need a "cut off 2 time so that we can budget for refreshments and staff/ children ratios etc.</li> </ol> </li> </ul>

3	Easter Event Update	<ul style="list-style-type: none"> <li>• KN asked for a map of the outside grounds of the school and BD supplied a topographical survey map as that was the only external map of the grounds that was available.</li> <li>• KN outlined the proposed areas that he envisaged would be good areas to "hide" tokens /eggs.</li> <li>• <u>For Nursery , Reception and Yr. 1</u></li> <li>• 1) Entrance to Opal Centre</li> <li>• 2) Reception play area</li> <li>• 3) Nursery play area</li> <li>• <u>For Yrs. 2 and 3</u></li> <li>• MUGA</li> <li>• Behind Play pod ( not on the field )</li> <li>• <u>For Yrs. 4,5 &amp; 6</u></li> <li>• Behind the MUGA</li> <li>• Field and KS2 play equipment</li> <li>• BD suggested that perhaps, after the meeting, the committee do a site walk to see exactly what areas could be used.</li> <li>• AG asked how long the event would last and after discussion it was agreed that it should last 2 hours</li> <li>• AG then asked what entertainment was planned as the egg hunt wouldn't take 2 hours.</li> <li>• BD suggested that the event was advertised as an Easter Picnic and Easter Egg hunt , similar to the Summer Picnic</li> <li>• The committee liked the idea and NB said that we can utilize the games that we had for the summer picnic as well.</li> <li>• AT asked if we were going to be selling hot drinks for the parents and BD replied that she was concerned about the younger children running around and hot drinks. KN refuted this as he said that the parents would take responsibility for their children. However, the consensus was that we can sell cold refreshments, not hot.</li> <li>• BD also pointed out that we don't own an urn and it would be too problematical to keep boiling and refilling kettles.</li> <li>• <b>ACTION:</b> BD to check on the prices of Urns and report to next meeting</li> <li>• If it was raining on the day then only the playground areas could be used and not the field</li> <li>• After discussion, it was agreed that the children would collect tokens that will be exchanged for eggs at the end of the event</li> <li>• It was decided that the children hunt for a maximum of 5 tokens which equates to 2 eggs per child.</li> <li>• Each year group to have different color tokens</li> <li>• (<i>What happens if a child gets less than 5? Perhaps a maximum of 4 so that it equates to 2 tokens per egg?</i>)</li> <li>• NJ will buy sample eggs to show the committee for approval</li> <li>• AG stated that the school should hold a non-uniform day and in return the children should donate an egg.</li> <li>•</li> </ul>
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- BD stated that if we don't receive enough donations then the PSA should buy some eggs for tombola prizes
- NJ said that if we get a lot of small eggs donated by the children, then these can be made into mini hampers as tombola [prizes.
- Holding an Egg Tombola was also discussed and provided that we get enough large eggs , we can use these , If not , then the PSA will buy some and charge for the tombola tickets , which will be sold on the day.
- BD suggested that the committee contact Thornton's to see if we can get a large egg donated as a prize.
- Following on from a discussion, it was agreed that the picnic would be held in the Sports Hall
- AG asked who would be responsible for the children of parents who are helping and it was agreed that, if parents have unexpected childcare issues then a room could be set aside for these children and the parents provide a book etc. and 1 person needs to oversee this on the day.
- The amount of people needed to run this event was as follows:
  - 1 person in sports Hall
  - 6 people located around the school grounds
  - 1 required oversee the " crèche"
  - 2 people at entrance. – TOTAL 10 people
- AG advised that staff could not be expected to be on duty as this was a Saturday and therefore, the committee were expected to recruit other parents for this.
- AG reminded the committee that when recruiting parents, they must stress that we don't want to put parents off but they should have childcare in place on that day. where possible .
- AG asked for a list, in advance, if who is doing what on the day and KN agreed to let he have this nearer the time.
- It was agreed that no bouncy castle would be hired for this event but save it for the Summer Fair.

4	Summer Fair	<ul style="list-style-type: none"> <li>• BD advised that the time scale for this event should be 1-4 pm , if we are asking traders to pay for pitches</li> <li>• BD stated that there has been quite a lot of interest so far and she would circulate the list of attendees so far.</li> <li>• AG said that it might be quite nice to have a disco for atmospheric music and would let the committee know the name of someone who may be able to provide music.</li> <li>• She also said that at other summer Fairs she had been too, there were Tea Cup rides etc. and that the owners of the rides didn't charge for hiring.</li> <li>• <b>ACTION:</b> AG to provide names and contact details of these</li> <li>• The committee were then asked if they had managed to secure any prizes for the raffle and to date, no one had been approached.</li> </ul>
5	New Committee Members	<ul style="list-style-type: none"> <li>• The committee were advised of the resignation of Vaseery and discussed the fact that Roxanna had not attended any meetings. It was agreed that BD write to Roxanna to see if she still wanted to remain on the committee.</li> <li>• <b>ACTION:</b> BD to email Roxanna</li> </ul>
6	Stage Curtains – Update	<ul style="list-style-type: none"> <li>• AG advised that the tracking for the curtains had been erected but the company had now stated that the original quote did not include curtain lining.</li> <li>• She said that they wanted to charge an additional £382 for this but the committee felt that we should have been advised of this at the original quote.</li> <li>• It was agreed that we ask for a reduction of this cost</li> <li>• <b>ACTION:</b> AG to contact company to get a revision on the cost</li> </ul>
7	Setting dates for future meetings	<ul style="list-style-type: none"> <li>• The committee were advised that as the meetings have been scheduled for the first Friday of each month, Marwa is unable to come as she works on Fridays.</li> <li>• Therefore, it was agreed to hold meetings alternately so that one month it is held on the first Friday and then the next month it is held on the first Tuesday.</li> <li>• However, the committee felt that if they are changing the date to accommodate Marwa, then she must commit to attend.</li> <li>• <b>ACTION:</b> BD to email Marwa</li> </ul>
8	AOB	<ul style="list-style-type: none"> <li>• The committee agreed that a recruitment drive for members was required.</li> <li>• AT mentioned about promoting the PSA at home time, once a month to parents in the playground and that a banner was needed to advertise the PSA.</li> <li>• BD said that to produce a banner would be approx. £200</li> <li>• NJ stated that her parents could get this produced in India at a considerably lower cost and BD agreed to send over the graphics</li> </ul>

		<ul style="list-style-type: none"><li>• Following the site walk of the proposed areas for the egg hunt , it was agreed that the grounds were not conducive to " hiding areas " and that a better idea was to strategically place filled "bran tub " like containers so that the children could do a " lucky dip" for tokens.</li><li>• BD to speak to Richard , staff member responsible for recycling to ensure that all paper from shredders is kept to be used, #</li><li>• It was agreed that the committee would meet on Friday 9<sup>th</sup> at 9am to revise the actions for the Easter Egg hunt .</li><li>• <u>Agenda for extra meeting</u><ul style="list-style-type: none"><li>i) Use of learning spaces - AG to feedback prior to meeting</li><li>ii) Cost and size of eggs – NB to bring samples and costings_</li><li>iii) BD to organize shredded paper and AT to bring sample box for consideration</li><li>iv) 800 Tokens to be sourced – KN to provide feedback on cost</li><li>v) Sample map to be drawn up – KN to provide detailed map</li></ul></li></ul>
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