



**PSA meeting – Extra meeting to discuss logistics and arrangements for Easter Picnic on March 24<sup>th</sup>**



**Date of meeting – Friday 9<sup>th</sup> February 2018**

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

**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>Apologies were received from Alison Gross and Flaudenice De Castro</li> </ul>
2	Easter Picnic & Egg Treasure hunt	<ul style="list-style-type: none"> <li>BD agreed to contact Charlotte Mar to ensure that the reception area could be used. It was agreed not to use the Nursery playground area as there was too much static equipment.</li> <li>After a site walk it was agreed that the areas to be used for the egg hunt were as follows:               <ol style="list-style-type: none"> <li>Entrance via main gate and everyone to go into Sports Hall for picnic.</li> <li>MUGA area</li> <li>Playground</li> <li>Reception playground</li> </ol> </li> <li>After discussion it was agreed that all years groups would have a 15 minute time slot to search for their tokens (which would be redeemed for Eggs in the small hall ).</li> <li>At suggested that when each year group had finished, the tubs would be refilled and then the next year group would go out to the same area, instead of using the whole area with all the children going out at the same time . It was agreed that this was a good idea.</li> <li>It was agreed that as many boxes as possible were required and BD advised that there were about 7-8 tubs that the PE department had agreed could be used for the day.</li> <li>The filing of the tubs was discussed and it was agreed that sand was too expensive and potentially too messy as the cost was £5 per 22.5 kg so it was agree that all the committee would save all shredding paper between now and the date .</li> <li>It was agreed that the sessions would be :               <ol style="list-style-type: none"> <li>1.45 to 2 pm – Nursery and Reception children</li> <li>2.15 to 2.30 pm – Yrs 1 &amp; 2</li> <li>2.45 – 3.00 pm – Yrs 3 &amp; 4</li> <li>3,15 to 3,30 pm – Yrs 5 &amp; 6</li> </ol> </li> <li>As parents may potentially have children in more than one year group , there would be a corner of the hall set up for any</li> </ul>

children who were unsupervised and CW has agreed to provide some library books for them during that time – 1 committee member would be assigned to supervising this group.

- As SC and AG know the Nursery and Reception children, they would accompany this group if required.
- All tokens would be redeemed in the Small Hall and the egg tombola would also be set up in the Small Hall.
- SC suggested that as the school has a “stamp” in Welfare then when tokens have been redeemed the children are stamped to ensure that they can’t come for more eggs!
- It was agreed that to ensure that the day ran smoothly, a certain amount of help was required-
  - a) Entrance – 2 people
  - b) Sports Hall – 1 person to supervise the children
  - c) Redeeming tokens – 2 people
  - d) Filling the tubs in between sessions – 3 people
  - e) Tombola – 2 people
  - f) Directions in hallways – 2 people

It was decided that the committee should enlist the help of parents prior to the event and get their names so that a rota can be drawn up and committee should let KN know in advance of who is helping

- **ACTION; KN agreed to draw up rota of help**
- NB advised the committee that the Easter Eggs that PSa should buy cost £0.89 each and the committee were happy with that
- The cost of the tokens was £25 for 400 tokens
- **ACTION - KN to buy tokens and NB to buy eggs nearer the time when we know how many tickets have been sold.**
- Working on these costs, it was agreed that the cost of the should be £2.50 per child and that the cut-off date for ticket sale would be 9<sup>th</sup> March which would allow time to assess figures and buy accordingly.
- BD advised that she had contacted Thorntons head office and was waiting to hear if they were willing to donate any eggs. And will follow up
- The committee agreed to sell tickets to parents on the 8<sup>th</sup> and 9<sup>th</sup> March at home time as this proved to be a successful way of selling the disco tickets
- It was also agreed that the children will be allowed to wear their own clothes to school on Wed 28<sup>th</sup> Feb and in return they have to donate an egg, which will be used for the tombola. A letter will go out to parents after half term with an attached envelope for ticket money.
- BD to collate money and tickets and NB and AT agreed to come into school when needed to count money etc,

3	Summer Fair Update	<ul style="list-style-type: none"><li>• BD advised that some money and completed had already been received from stall holders but advised that the committee needed to try to find more stall holders to approach</li><li>• BD agreed to send out the list of stalls approached/ confirmed already and asked the committee to approach other businesses for stalls .</li><li>• BD also asked the committee to contact business for raffle prizes.</li><li>• AT had already contacted IKEA and was following this up .</li><li>• It was agreed for the committee to bring a a list of businesses to be approached by the next meeting</li><li>•</li></ul>
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Next meeting: Friday 16<sup>th</sup> March