

PSA meeting – Minutes

Date of meeting – 17th April 2018

Persons Present

Alison Gross, (Deputy Head Teacher), Beryl Douglas (PA to Head Teacher), Keme Ndukwe (Joint Chair), Nita Bhuva (Joint Chair), Saltana Chughtai (Staff/ Parent) Adheeb Thaheer, Marwa Syed (Parent), James Cleere (Parent)

Minute Secretary: Beryl Douglas

Item No.	Item Heading	Action points agreed and by whom?
1	Apologies for absence	<ul style="list-style-type: none">Flaudeniece Poenaru’s apologies for absence were noted
2	Introduction to new member	<ul style="list-style-type: none">The committee welcomed James Cleere as a new member and introductions were made
3	Easter Picnic and Egg Hunt – Money raised & Feedback	<ul style="list-style-type: none">AG started by saying that the feedback to the event, on the day was very positive and everyone enjoyed their time.She thanked Keme for the organization of the hunt and the maps etc.She noted that not all families brought picnics and that the advertising next year should be more visual to show that parents should bring picnics.The committee agreed that that as it was successful, it should be repeated next year but with a few “tweaks “ from lessons learned on the day.More Marshalls were needed on the egg hunt trail as some of the Reception Class displays were damaged as there was not enough people to supervise the children while they were hunting for eggs.KN also felt that more decoration of the area would have been good but thanked Nita for the decoration she brought in .NB said that we should forward plan as ASDA currently have Easter Decorations on offer and the committee agreed that NB buy £30.00 worth of decorations and it be stored at the school for next

		<p>year.</p> <p>ACTION- NB to buy Easter Decorations for next year</p> <ul style="list-style-type: none"> • BD stated that the location of the tombola made the execution of it very frantic and that next year this should be held in the small hall. KN agreed and said that it would have been easier had the tombola remained on the stage and the people “ serving“ had the eggs behind them as people were just taking eggs as it was too chaotic. • It was also agreed that using paper for the tubs wasn’t a great idea as it got wet and was put back into the boxes and also caused a lot of mess. It was felt that using small plastic balls would be better for next year and JC offered to donate 3 packs – The committee thanked James for the
4	Summer Fair	•
5	AOB	•

Committee members:

Joint Chair: Keme Ndukwe and Nita Bhuva

Secretary- Beryl Douglas

Treasurer: Alison Gross

Sultana Chughtai, Marwa Syed, Adheeb Thaheer, Flaudeniece De Castro, Roxana Poenaru , James Cleere

NEXT MEETING 9:00am on TUESDAY 17TH APRIL