



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 Bhuvu (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"> Flaudenice De Castro apologies for absence were noted
	Introduction to new member	<ul style="list-style-type: none"> The committee welcomed James Cleere as a new member and introductions were made
2	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.

		<ul style="list-style-type: none"> • 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 year. • ACTION- NB to buy Easter Decorations for next year • 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 to fill 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 his donation • It was also agreed that next year all plastic buckets will be used instead of cardboard boxes.
3	Summer Fair	<ul style="list-style-type: none"> • BD updated the meeting about how many stalls had signed up and what other types of stall were required. • AG suggested that as KN did such a good job of organizing the map for the hunt, that he could now start to look at the logistics of where stalls will be located on the day. • ACTION: BD to send the stalls grid and map of the school to KN. • BD suggested that the PSA hire some “stocks “and have a wet sponge stall with staff etc. in the stocks. Everyone thought it was a good idea and BD will ask the staff if they want to volunteer for this before hiring the stocks. • BD suggested that a programmer of events run on the day such as gymnastics display dancing display, football shoot a goal, Bollywood dancing, musicians etc. Possibly a tug of war for the parents • ACTION: NB to report to next meeting re Boll wood dance display , BD to speak to AF and report re football, dance and gymnastics displays from pupils , K Kwando from pupils & musical slot from pupils (AG to coordinate musical display?)

		<ul style="list-style-type: none"> • BD also suggested that we have a “Human Hungry Hippos 2 stand that the children (or adults) lay on a skate board and are propelled by the legs to collect as many cups as possible in a given time. • The committee asked whether the Bouncy Castel had been booked and BD replied that to date it had not. The committee stated that they would prefer if the castle was hired with a member of their staff manning the castle for the afternoon. BD said that she would enquire and report to next meeting but thought it was very costly to have it “manned”. • AT asked if we would be charging for this was advised that there would be a charge and that the children would get tokens or tickets for each time they paid to go on the castle. • AG asked about if we intend to publicize the event locally outside of the school community and suggested that we contact local Estate agents and enquire about advertising through their boards in gardens. • ACTION: JC said he would contact the local Estate Agents • Putting large posters into local shop windows and Kingsbury library was another way that the committee felt would be a good way of advertising the event. • ACTION: BD to get in touch with her contact at the LA re parking to see if there is a residents association for immediate neighbours that could be contacted to be made aware of the increased footfall and parking on the day of the Summer Fair. <p>RAFFLE PRIZES</p> <ul style="list-style-type: none"> • AG advised the committee they need to start talking to parents, businesses etc. and trying to donations as quickly as possible. • ACTION: BD to ask staff to talk to parents to see if any prizes can be donated that way • ACTION: BD to speak to Oliver Goldsmith’s to try to make contact with PSA chair. AT to contact Kingsbury Green
4	New committee update	<ul style="list-style-type: none"> • A text was sent out the day before the meeting which prompted James to come along and also another parent has shown interest in joining the committee but couldn’t attend this meeting

5	Future fundraising projects	<ul style="list-style-type: none"> • AG advised the committee that the netball team needed a kit and netball posts for playtime and suggested that this might be funded by PSA. BD asked if this was covered under the Sports Premium funding. • Also she stated that the PSA could possibly fund outdoor play tables for the quiet area of the playground. The committee were in agreement with this • ACTION: AG to speak to Adam Frieze to get ideas of costs for next meeting • Taste of Fryent – PSA to sell drinks at this event • Sports day – PSA to sell refreshments for parents only –i.e. fruit juice, water, crisps, it was agreed that enough stock would be bought to cover both events. • ACTION: AG to bring dates of sports Days to next meeting
		<ul style="list-style-type: none"> • PSA Fund raising thermometer for front of school- BD advised that the cost would be £85.00 for this and JC asked if it was possible to have a suggestion board on the bottom for parents to add their comments. • The committee asked for a sketch to be presented to the next meeting for approval. • ACTION: BD to contact design company for this and present to next meeting • The committee agreed to donate the Yr 6 leaving T-shirts as they have done in previous years.

Committee members:

Joint Chair: Keme Ndukwe and Nita Bhuva

Secretary- Beryl Douglas

Treasurer: Alison Gross

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

NEXT MEETING 9:00am on FRIDAY 11TH MAY 2018