



PSA meeting – Minutes

Date of meeting – 18th May 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

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
2	Summer Fair Planning	<ul style="list-style-type: none"> • BD distributed grid regarding stalls for fair • Map – KN to organize logistics map for the day • Fun fair area – field • Generate profit through stalls / raffle / entrance • RAFFLE <ul style="list-style-type: none"> ○ Raffle tickets to be printed – order 1500 books – selling for £2.50 per ticket and £10.00 per book - £118.00 for total order – price agreed by committee ○ Ticket colours – 1st preference - Maroon - 2nd preference Red – numbered tickets ○ ACTION : BD to order raffle tickets ○ Gambling Act - what do we need to do now registered charity? ○ ACTION BD to check out licence and apply. ○ Committee discussed the values of each prize to determine which would be first prize etc the costs were listed below: <ul style="list-style-type: none"> ▪ Bikes - £180 each ▪ Scooters - £30 each ▪ Camera - £40 ▪ Football table - £25

		<ul style="list-style-type: none"> ▪ Amazon Tablet - £50 ▪ Amazon Voucher - £70 ▪ Tea at Hunton Park hotel - £40 ▪ Voucher for Mayfairoutfitters - £50 x 2 ▪ Voucher for Gambado soft paly - £40 ▪ Box of cupcakes - £20 ▪ Go Outdoor Vouchers - £? ▪ Spa day at Marriot Regents Park - £160 <ul style="list-style-type: none"> ○ Prizes – 10 prizes in total <ul style="list-style-type: none"> 2 x 1st prize – bikes CONFIRMED 2 x 2nd prize – scooter - CONFIRMED 3rd prize – amazon tablet - CONFIRMED 4th prize – £70.00 amazon vouchers - CONFIRMED ○ Other prizes include <ul style="list-style-type: none"> ▪ child’s camera (confirmed), ▪ football table (confirmed), ▪ afternoon tea at Hunton Park Hotel (promised), ▪ Mayfair (school outfitters) voucher (Confirmed), ▪ Gambado voucher (confirmed), ▪ Spa Day at Marriot Regents Park (promised) ▪ £40.00 Clarks shoe vouchers (promised), ▪ Gym Day Passes Hilton Hotel (promised) ▪ box of cupcakes (promised) ▪ Go Outdoor Vouchers (promised) ○ Information on ticket should include Name / Class / Phone number / Email Address ○ Tickets to go on sale 2 weeks before fair and returned stubs and money to school on the 18th June <ul style="list-style-type: none"> ● Publicity <ul style="list-style-type: none"> ○ James Cleere offered apologies as he was not able to get publicity for the fair from the local
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		<p>estate agents</p> <ul style="list-style-type: none"> ○ ACTION: Saltana to ring Winkworth Estate Agent about advertising boards ○ Karen to chase St John's Ambulance for display ○ ACTION: Courtesy letters to residents to inform them of the fair ○ Put up posters/ letter in communal areas in flats ○ ACTION: Post letters to relevant neighbours – NB / AT / KN to post letters to residents week before - 29th June <ul style="list-style-type: none"> ● Rota – Who is doing what on the day? <ul style="list-style-type: none"> ○ SC – First Aid post ○ Entrance people x 2 people needed - kids free / £1.00 per adult ○ Selling raffle tickets on the day – at least 2 people needed ○ ACTION :AG/BD to organize letter to parents next week to go out with raffle tickets ● Needed for the day <ul style="list-style-type: none"> ○ Rubbish bags / bins ○ ACTION :Bunting for front gate – BD to order
A3	New Committee members update	<ul style="list-style-type: none"> ● No one at present – people appear to be scared of total commitment ● Committee to try to encourage parents to become involved.
4	Future fundraising projects	<ul style="list-style-type: none"> ● Goal Setting Thermometer <ul style="list-style-type: none"> ○ By next meeting all committee to come up with goals for notice ○ ACTION:BD to get quote for replacing chairs
5	Date of next meetings	<ul style="list-style-type: none"> ● Friday 22nd June at 9:00am
6	AOB	<ul style="list-style-type: none"> ● Keme asked for class assembly dates (has been emailed)

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 18th June 2018