

**PTFA ANNUAL GENERAL MEETING
WEDNESDAY 11TH OCTOBER 2017 AT 5.00PM**

MINUTES

Present: Isimeme Egbuniwe
Kunbi Olubiyi
Razia Velji
Karim Velji
Raj Dixit – Treasurer
Irfan Qadir
Amanda Simpson
Vena Kaur Bhakar
Ruby Nayyar
Soniya Khan
Charlotte Patel
Kiren Sanghera
Rohit Bhaskar
Nkechinyere Ogu
Satwinder Basi
Aderinsola Aderiran

In Attendance: Mrs V McNaughton – Headteacher
Mrs P Boateng – Bursar
Ms H Roddy – Office Manager/PA to the Head
Mrs Chris Brown – School Governor

1. Welcome and opening prayer

Mrs McNaughton welcomed everyone to the meeting and opened with a prayer.

2. Accounts – report from Mr Dixit - Treasurer

Mr Dixit tabled his treasurer's report (copy attached). The opening and closing balances were presented along with details of what the PTFA had supported over the year.

3. Appointment of Committee

The following appointments were agreed:-

Chairman + Deputy	Manjit Saimbhi + Satwinder Basi
Treasurer	Raj Dixit
Deputy + Team	Vena Kaur Bhakar Amanda Simpson
Secretary	Razia Velji
Deputy	Kunbi Olubiyi

Events Coordinator +
Team

Soniyah Khan
Ruby Nayyar
Charlotte Patel
Kiren Sanghera

4. Discussion – Activities of the PTFA

The group discussed ideas for future events:

Bake sales – could occur on an ad hoc basis throughout the year and serve as a good source of fund raising.

Disco – it was suggested that a Bonfire night disco could be a first event. While people felt a disco would be a good idea, it was felt that it was perhaps difficult to quickly organise this as well as the Christmas Fair.

Pampering gifts - for Mother's Day.

5. Christmas Fair

It was agreed to concentrate on the Christmas Fair due to be held on 7th December 2017 and to look into the possibility of running further events, possibly one every half term, commencing in January.

Ideas about the Christmas Fair:

- Have externals to rent a table – it was suggested that this would require DBS checks for stall holders and would not raise funds for the school with the exception of the table rental. It was suggested that there might be parents who might want to set-up a stall.
- Children's participation in making things to sell was suggested.
- Preparing hampers to sell as done in previous year.
- The fair is not open to the public.
- Vouchers and donations would need to be sought.
- Approximate attendance last year: 150
- URSPSI alumni are informed of and invited to the Fair.
- Use of multiple rooms (ie, classrooms) for activities was suggested but the school responded that this would require a spread out of staff (who are DBS checked) and that this would be difficult.
- A Santa would be required.
- Advertising (hung to the fence) was suggested as a way to raise more funds for the event.
- Ruby said she was asked to do a performance from the Bollywood school dance club for the Christmas Fair. The choir will also be singing.

6. Communication with Parents

The PTFA is able to communicate with parents through class parents and were invited to send Helen information they want to put out to the wider group of school parents in the Monday school newsletter; they were invited to include their own newsletter if appropriate.

7. Date of Next Meeting

The next meeting will be held on Thursday 2nd November 2017 at 5.00 pm