

Meeting Minutes

Date: 26th June 2018, 7pm **Venue:** Mr Booth's Office, WHSG

Chair: Nadia Ahmed **Minutes:** Lisa Griffin

Present: Nadia Ahmed, Richard Booth, Lisa Griffin, Joanna Premraj, Manjeet Lundh, Satya Sahoo, Ruparani Sahoo

Apologies: Maria Waters, Karen Sanchez, Rouan Brigly, Pina Patel, Simone Barton

<u>Item</u>	<u>Action</u>
<p>1. WELCOME</p> <p>Nadia welcomed all those attending and gave apologies for those unable to attend. Thank you to Mr Booth for offering the use of his "air-conditioned" office for the meeting and for thanking us for all we do – the Pimms was much appreciated!</p>	
<p>2. RECENT EVENTS</p> <p><u>Year 7 & 8 Summer Disco – 22nd June 2018</u></p> <ul style="list-style-type: none"> • With about 120 girls and 80 boys attending, the event was successful and raised just over £800. • Parent assistance on the evening was low at 5 – thank you to those who helped on the night and to Joanna for all her additional preparation during the day. • Nadia suggested that for the following discos we use the DJ from the February disco, although slightly dearer he plays a more up-to-date set than the one we normally use. 	
<p>3. UPCOMING EVENTS</p> <p><u>4th July New Year 7 Intake Event – 1 to 2.50pm</u></p> <ul style="list-style-type: none"> • Second-hand uniform to be sold on the front lawn under a marquee (to be set up by facilities ahead of the event). Nadia, Joanna and Lisa volunteered to sell the uniform. • Nadia will arrange for a uniform request to be sent to parents to help stock the event. • Richard proposed fliers about the PFA be placed on each seat to encourage parent engagement. Nadia and Lisa to produce. • Nadia will give a talk about the PFA after the Head's talk. <p><u>5th July Year 7 Tea Party – 2.50 to 5pm</u></p> <p>This is a new event proposed by the Head of Year 7. There have only been three responses so far however it will run regardless of numbers.</p> <p>VOLUNTEERS NEEDED TO SERVE TEA, COFFEE AND CAKES PLEASE.</p> <p><u>7th July New Year 7 Induction BBQ – 2 to 5pm</u> (approx. 200 people attending)</p> <p>HELPERS NEEDED PLEASE</p> <p>Setup: 11 to 2pm Stalls: 2 to 5pm (BBQ food: 2-4pm) Clear up: 5 to 6pm</p>	<p>NA/JP/LG NA NA/LG</p>

- Nadia has approached Jenny to secure access to Food Tech on Friday 6th to store chilled items which she and Joanna will buy that day.
- Nadia asked Joanna to do a stocktake of all relevant items in the PFA cupboard ahead of their shopping trip.
- There have been problems in the past when the gas supply has stopped; Joanna will find out from Sarah how to run it back on before the event.
- Lisa and Rouan will clean both BBQs and check with Keith if he can arrange for the gas cylinders to be collected and replaced beforehand. If this isn't possible then she will purchase from Woodcote Nurseries.
- Any raffle donations would be appreciated; Manjeet offered to approach the Lavender Fields and Woodcote Nurseries to ask for donations, Lisa to ask Cladishes, Charlie Brown, Zohan, Pizza Express in Wallington.

JP
JP
LG/RB
ML/LG

ADDITIONAL VOLUNTEERS TO HELP WITH THIS TASK WOULD BE GREATLY WELCOME.

- Nadia to ask Jenny to produce house name labels for the girls to wear on the day.

NA

House headband sales for Sports Day- 10th July

VOLUNTEERS needed join Joanna to sell the house headbands during lunch on **Monday 9th July** and with **Lisa on the 10th**.

JP/LG

This is a great opportunity to sell these as there will also be a "House Colours Mufti Day" on the 11th and a Sports Assembly.

Sports Awards Evening – Friday 13th July – 6 to 9pm

VOLUNTEERS needed to setup, provide refreshments, collect Fish 'n' Chips and clear up. Ruperani volunteered her help for one hour of the evening.

Sixth Form Induction – Friday 7th September – 12 to 3

VOLUNTEERS NEEDED.

4. **100 CLUB**

Winner for May 2018:	No. 53
Winner for June 2018:	No. 5
Winner for July 2018:	No. 83

We have 50 new members joining the draws from September.

5. **AOB**

Feedback from Sixth Form BBQ on the 21st May: another successful event however Lisa pointed out that the queue times for salad/sauces seemed long. Suggestions for reducing were discussed – maybe having a 2-queue system with salad/sauces both sides of the BBQ. Joanna pointed out that since we serve the extras there weren't enough of us to facilitate this. There was an extra box of burgers left at the end – these were put in the Staff Room fridge for the teachers to help themselves.

6. **ACCOUNTS**

Balance on 26th June 2018 = £7555.

The funds previously requested by Richard from us to help towards the cricket are no longer required; the PE dept are reassessing what they need and may have an alternate fund source. Instead, he asked if we could help donate towards the science labs. £8000 is the total amount needed; having reviewed the accounts ahead of the meeting, Nadia and Michael suggested we donate £4000 (Nadia presented the cheque at the meeting).

Date of next meeting: Monday 10th September, 7pm, in the staffroom

