



ELMGROVE PRIMARY AND NURSERY SCHOOL PARENT STAFF ASSOCIATION

Annual General Meeting 21.11.19

psa@elmgrove.harrow.sch.uk

- Welcome
- Chair's Report
- Treasurer's Report
- Election of Chair, Secretary, Treasurer, Committee Members
- AOB – Winter Fair

Present:

Fem Atmani, Shital Kamdar, Wendy Hall, Emma Long (yr 2), Lou Young (yr r), Sima Kara (yr 3), Hitesh Gorsia (yr 6), Hayley Hokianga (yr 4), Daniela Velsaquez (yr 5), Sarah Neary (HT), Paul Whitehead (Site Manager)

Apologies:

1. **Chair's Report** – Read and shared. Will be published on website.
2. **Treasurer's Report** –Read and Shared. Will be published on website 2018-19 Raised £11,995
3. **Elections: Chair (Vacancy), Vice Chair-Fem Atmani, Treasurer (Vacancy), Secretary-Emma Long and Louise Young**
4. **Constitution** read and agreed. Agreed to remove Social Media statement as it's not something we wish to pursue at this time.
5. **A.O.B**
 - Year 6 yearbooks at the end of the year agreed rather than USB. Cost around £720 for the year group. Suggested a 60/40 split cost with yr 6 parents.



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PSA Last Meeting Minutes 9.10.19

Agenda

1. Apologies
2. Staff wish list
3. Winter fair
4. Events
5. Chair of PSA
6. AOB
7. Date of next meeting

Apologies: Lou Young, Fem Atmani, Kirandeep Johal

Present: Oana I, Emma L, Hayley, Daniella, Sarah N, Paul W, Belais Rashidi, Razia Nabil, Wendy Hall, Ritupane Basathelu, Ginca Ivanova, Sarah Rahman

1. **Staff wish list-** See attached staff wish list.

Raised -£11995

Spent £9522

Staff wish list approved in principle. Pending Year 1 and Year 4 requests.

2. **Winter fair-** Proposed for Friday 6th of Dec.

What worked well? Santa's Grotto, Face Painting, Raffle, Food

What do we need to improve? Position of drinks- we need them by the staff room. Areas for people to eat food - tables in the KS1 hall. No enterprise - alternative bouncy snow globe.

Traffic flow including prams.

3. Events: Party in the Playground is not happening this summer due to building works planned. We need other events to raise money.

Disco - Thursday 6th Feb KS1 4.15-5.30 (Lou will attend) Friday 7th Feb 4.15-5.30(Emma will attend)

Shall we have the Christmas Fair (ie children buying presents for parents??)

4. **Chair of PSA:** to be officially confirmed at AGM.

5. **Parent Class Reps: How are they decided? We NEED to get more parents on board.** EL to set a criteria with SN. Advertise at parents evening/ask teachers to promote idea to parents we think will be good for the role. EL to ask MH to set up a survey monkey asking parents which meeting times they would prefer for PSA (After School or



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Evenings.) PSA Coffee mornings are successful but they don't support further than that. We need to get the message across that events need parental support. It's not fair on the few who offer-perhaps another survey?

Date of next meeting: TBC



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21st November 2019

PSA Treasurer's report:

Financial summary:

Current Bank Account:	£ 6,594.97
Assets:	£ 1710.91
Total income (Oct 2018 to Oct 2019):	£11,995
Total spend (same period):	£9,522
Outstanding debts:	£ 0.

Activity / Profit review:

Christmas Sale	£2311.96
Disco	£1485.21
Mother's Day sale	£2180.18
Sponsored bounce	£933.38
Party in the playground	£4111.01
Fun Raisin	£291.43
Easter Egg Raffle	£248.30

Total: **£ 11561.47**

Projected project profits (Dec 2019 to end June 2020) based on 2018/2019 period:

Christmas Sale	£3000.00
Disco	£1500.0
Mother's Day sale	£2300.00
Sponsored bounce	£1000.00
Party in the playground	Not taking place this year
Easter Egg Raffle	£300.00
Total	£8100



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PSA Requests September 2019

Year Group	Request	Number of children	Cost
Nursery	Gruffalo Art Workshop	56	£265
	Farm Visit		£300
Reception	Visit from Animal Encounters	120	£200
	Coaches for visit to Ashridge Forest		£850
Year 1	Coaches for visit to Paradise Wildlife Park	120	£1300
Year 2	Coaches	120	£800
Year 3	Off the Page Ancient Greek Workshop	120	£1116
Year 4	Off the page workshop	All	£1116
Year 5	Off the Page Saxon Workshop	120	£1116
Year 6	Leavers Present – USB?	91	£300
	RAF Hendon	ALL	£675
Whole School	Wizard Theatre Dr Doolittle	ALL CHN YR1-6	£795.00
Whole School	Contribution to Black History Month yr 1-6 workshops	ALL CHN YR1-6	£500
Total			£10,293

AOB

Date of next meeting: TBC