

PSA Meeting Minutes Friday 28th April 2017

Present: Claire McMaster, Chair; Nikki Blustin, Vice Joint Chair; Joslin Morrison, Joint Secretary; Rebecca Vaitlingham, Treasurer; Rachel Kneafsey; Carla Garnelas; Alexa Baracaia; Paivi Vahvelainen

Summer Fair

Date and costs

1. If we hold the fair on a Sunday there are £525 extra costs to consider for cleaning.
2. The best date for us to hold the fair is Sunday 2nd July – we need to confirm this with Jess. If the costs are waived for a Saturday we will hold it on Saturday 15 July.
3. We will need to factor in cleaning costs for future fairs
4. Jess will confirm if we can split the cleaning costs with the school
5. Alexa has designed a letter to go out to parents to ask children to design a poster for the school fete. Jess to sign off and distribute to parents this week

Stalls

1. A spread sheet of last years stalls will be circulated to draw up this years plan and to ask for volunteers – Claire to send round
2. Check the coconut shy still works and also the Hoop a duck
3. We need to book large items like the bouncy castle. Can we team up with Woodberry Down and share the costs if we both have them on the same weekend?
4. Are we booking the Petting Zoo – Nikki to investigate costs. A concern was raised about the petting zoo and animal welfare, this will be investigated prior to confirmation.
5. T-shirt printing was a huge success at the winter fair. Can we do this again for the summer fair – Abi Meats to confirm
6. Nikki and Carola are happy to organise the music
7. Can we email the school to ask for any performers, or any after school clubs that might want to perform at the summer fair
8. Can we book Dr Bike for the fair? We also have lots of bikes left over from last year.
9. Carla to approach: Catherine Parker (raffle); Ali (toys and books), Sophie (face painting), Kate Davies (games), Andrea (tombola), Margot, Dani and Jen (drinks). Claire to approach Anneka (games).

Equipment

1. A parent at Thomas Abney school could lend us her popcorn machine
2. Do we need a small and large bouncy castle (for KS1 and KS2) – Rachel to look into and cost up
3. Woodberry Down want to buy a badge making machine – do we want to share the cost with them so we can use it too?
4. We need an inventory for all the fair items as they often go missing. Need a better and more secure 'logging in and out' system



FRIENDS
OF GRAZEBROOK

FRIENDS OF GRAZEBROOK IS A PSA
REGISTERED CHARITY NUMBER 1084738
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5. We need someone to visit the art project in Homerton to see what resources we can get towards the fair.
6. We need to buy food containers, napkins etc from Cash and Carry
7. Does anyone have any gazebos to lend for shade. Should we put a note out asking parents?
8. Can we borrow any football nets from parents – Alexa to ask

Food and drinks

1. Claire and Alexa are meeting with Rachel 5th May to get all the contacts for all the people who made food last year. Rebecca will speak to the Eritrean, Ethiopian and Turkish community to ask for contributions.
2. Do Bev and Lisa want to run the Pimms stall again – Claire to check
3. Does anyone have a small freezer we could borrow for the ice lolly sales.
4. We need to re-apply for a lottery licence and also a drinks license – Joslin to investigate
5. BBQ – we need an advance ‘light the BBQ SWAT team’ to make sure its ready to go once the gates are open (30-40 mins before the gates open)

Fair AOB

1. We need to contact St Johns Ambulance – Joslin to investigate
2. Put a ‘sign up’ board in reception 2-3 weeks before the fete. (after the May half term)
3. Sponsorship – Carla and Rachel to ask Felicity J Lord about signs
4. Do we have or need to get public liability insurance – Rebecca to check PTA website to see if we’re covered

AOB

1. Jess would like an updated PSA board

Future Dates

1. We will meet every 2 weeks on a Friday morning (next meeting Friday 19th May)
2. We will meet once a term in the evening in a pub (next meeting Thursday 22nd June)
3. We will hold mini fair meetings in-between these dates and as and when necessary
4. It was agreed that we would have the pizza night with film and crèche at our AGM

Next meeting: Friday 19th May, Staff Room

