

## **Friends of Avanti House (FOAH)**

Parent Teacher Association (PTA)

Fund raising and support committee for Avanti House School



### **MEETING MINUTES**

**Date/Time:** MONDAY 2ND NOVEMBER 2015 – 19:00-20:30

**Venue:** AVANTI HOUSE PRIMARY, COMMON ROAD, STANMORE HA7 3JB

Executive Committee		From Volunteering groups and other guests
Core Committee Members	Committee Members	
[YB] Yogi Bakrania (Chair)	[BH] Bronwen Hughes (Staff)	[DR] Daksha Ruda (FOKAS)
[HP] Hemang Patel (Vice Chair)	[AK] Andrea Kahn (Staff)	[AH] Anjana Hirani (YR3 GG PCR)
[SB] Sheetal Bhudia (Treasurer)	[SL] Sharla Gorsia (Primary Rep)	[TJ] Tejal Thakrar (Secondary)
[SS] Sunita Smith (Secretary)	[BR] Bhumika Raja (Primary Rep)	[TK] Tara Kerai (Secondary)
	[SH] Sheila Halai (Secondary Rep)	[PH] Parul Halai (staff/parent)
	[SL] Sheetal Lakhani (Events Officer)	

No	Description	Actions
		Date Due Completed
1	<b>Welcome &amp; Apologies</b> <ul style="list-style-type: none"><li>[YB] Opened the meeting and welcomed everyone present</li><li>Apologies – Rima Patel (Reception PCR), Sharmee Di Pinto (YR1 TT PCR), Nima Vekaria (YR1 DD PCR)</li></ul>	N/A
2	<b>Matters arising from the last meeting held on 5/10/15</b> <b>2.1 INTRODUCTION TO PRIMARY PCRS</b> <ul style="list-style-type: none"><li><b>Reception</b><ul style="list-style-type: none"><li>Laughing Ladybirds - Rima Patel</li><li>Busy Beez - Shobhana Ratra</li></ul></li><li><b>Year 1</b><ul style="list-style-type: none"><li>Talented Turtles - Sharmee Di Pinto</li><li>Dancing Dolphins - Nima Vekaria</li></ul></li><li><b>Year 2</b><ul style="list-style-type: none"><li>Fabulous Flamingos - Fatema Paretha</li></ul></li><li><b>Year 3</b><ul style="list-style-type: none"><li>Gentle Giraffes - Anjana Hirani</li><li>Kind Kangaroos - Darshana Natha</li></ul></li></ul> <p>Still no PCRs for Year 2 - Precious Peacocks Secondary school – PCR positions still not filled. It was suggested a couple of parents would be sufficient. Nominations are still open. Discussed option to elect students to stand in as young adults and they can communicate the information via the students to parents <u>[SH] to look into this</u></p>	Ongoing

No	Description	Actions
		Date Due Completed
	<p><b><u>2.2 OTHER ROLES THAT STILL REQUIRE FILLING</u></b></p> <ul style="list-style-type: none"> <li>○ Marketing/Publicity Officer</li> </ul>	
3	<p><b>Events</b></p> <p><b><u>3.1 NOVEMBER 2015 – FOAH/FOKAS GARBA EVENT UPDATE</u></b></p> <ul style="list-style-type: none"> <li>○ Box office for ticket sales is now open</li> <li>○ Volunteers sign up page is live</li> <li>○ Flyers have been distributed</li> <li>○ The days Itinerary was presented, program will start 1pm SHARP</li> <li>○ A couple of confirmed sponsors are supporting the event</li> <li>○ Still collecting sponsors – Any parent who has a business or know of any business who would like to sponsor should get in touch</li> <li>○ Catering is booked and is led by DR – stalls with couple of items between £2-3 will be sold</li> <li>○ Mendhi and facepainting stalls is managed by BR</li> <li>○ Decorations is lead by SS and BR</li> <li>○ As everyone will be dressed up, we have included a professional photo booth. Cost for each shot will be £5 per shot and includes processing and distribution.</li> <li>○ Trophies (c/o of BR) for best dressed and best Aarti was presented</li> <li>○ First Aid – BH to lead, require at least 8 volunteers. So far SG, PH and TT have been confirmed.</li> <li>○ Other volunteers will be required in various departments, namely: Refreshments stand, Fire marshals, Registration, stage management, floor management, Aarti, PR, Finance, queue management for stalls, food stalls, security, car parking, dandia stall.</li> <li>○ MC (Master of Ceremony) duties have been allocated to 2 children from AHS and 2 children from KAPS</li> <li>○ Signed up volunteers will be invited to a debrief meeting w/c 23rd November 2015. Date, time and venue will be emailed by 19th.</li> </ul> <p>Actions:</p> <ul style="list-style-type: none"> <li>– <b>BR or BH</b> to provide paints for face painting</li> <li>– <b>YB</b> to raise in with Garba committee - Soft mats to be placed in corners for little children.</li> </ul>	15/11/15
	<p><b><u>3.2-3.3 DECEMBER 2015 – PRIMARY HALL OPENING/PANTO/GROTTO</u></b></p> <ul style="list-style-type: none"> <li>○ To hold an event to coincide with the primary school hall opening</li> <li>○ <b>Action:</b> BH advised hall may be ready for opening around December. BH to confirm exact date</li> <li>○ Subcommittee with Sharla Gorsia (Primary Rep) and Nima Vekaria (PCR) were selected to lead the event that we may hold in December</li> <li>○ Role of the event subcommittee was presented: <ul style="list-style-type: none"> <li>– Plan event as per the School Ethos;</li> <li>– Forecast of expected fund raising must be provided to the core committee</li> <li>– Build team with clear responsibilities and duties</li> <li>– Each subcommittee meeting must have an agenda with timescale</li> </ul> </li> </ul>	18/11/15

No	Description	Actions
		Date Due Completed
	<ul style="list-style-type: none"> <li>– Minutes must be recorded for all meetings</li> <li>– Expenses must be kept to a minimum and approved beforehand</li> <li>○ <b>Action:</b> <u>Sharla and Nima to get back to the committee with more information regarding the type of event they wish to hold (panto/grotto etc).</u></li> </ul>	18/11/15
	<p><b>3.4 JAN/FEB 2015 – SOCIAL FUN AND DINNER</b></p> <ul style="list-style-type: none"> <li>○ Due to School moves and building works, FOAH were advised to not hold any event at the start of term. Hence we were unable to hold a meet and greet event in October.</li> <li>○ Social dinner for Staff and Parents was discussed</li> <li>○ Anticipated date to have this is likely to be around January / February 2016.</li> <li>○ Will discuss this further in next meeting</li> </ul>	
4	<p><b>Announcements / Any Other Business</b></p> <p><b>Xmas Gifts –</b></p> <ul style="list-style-type: none"> <li>• SL is lead on this</li> <li>• Gift for every child</li> <li>• To enquire about suitable gift for children in Primary and Secondary</li> <li>• <b>Action:</b> <u>Revert back to the committee with a proposal</u></li> </ul>	17/11/15
5	<p><b>Confirm date, time and venue of next meeting</b></p> <ul style="list-style-type: none"> <li>• With Garba and Christmas not too far, it was agreed to postpone the next (December) monthly “Committee meeting” January 2016. A Confirmed date, time and venue will be announced in January.</li> <li>• However, subcommittee meetings for planning and organising events will take place as and when required.</li> </ul>	

**Meeting Closed at 20:30**