

Friends of Avanti House (FOAH)

Parent Teacher Association (PTA)

Fund raising and support committee for Avanti House School



MEETING MINUTES

Date/Time: MONDAY 12TH DEC 2016 – 19:00-20:30

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

Attendees:		
[YB] Yogi Bakrania (Chair)	[BBR] Bhumika Raja	[DM] Divya Maru
[HP] Hemang Patel (Vice Chair)	[GK] Gitesh Kotecha	[JV] Jay Vaghela
[AT] Altea Trivedi	[SG] Sharla Gorsia	[TT] Tejal Thakrar
[DR] Daksha Ruda	[AH] Anjana Hirani	[SP] Sharmee Di Pinto
[NV] Nima Vekeria	[RM] Richard Manners	[BR] Bhavesh Raja

No	Description
1	Welcome & Apologies <ul style="list-style-type: none">[YB] Opened the meeting and welcomed everyone presentApologies – Sheetal Bhudia, Sunita Smith, Srirangpriya Desai, Bronwen Hughes, Gaurang Morjaria, Rima Shah, Dharmen Jani
2	Committee Announcements <ul style="list-style-type: none">[YB] announced the stepping down of Sheetal Bhudia as Treasurer. Sheetal was in the post since September 2015 and will now support the committee as a volunteer. She supported the committee with all finance related matters and played a major role supporting FOAH to get its charity status. Sheetal also lead our first Ladies Pamper Night which we held in February 2016.[YB] announced appointment of Jay Vaghela as Treasurer and member of the core committee.
3	Dinner & Dance – Post Mortem <ul style="list-style-type: none">Attendance:<ul style="list-style-type: none">- 232 paid guests attended (55 primary children, 20 secondary, 20 from staff including family and remaining were parents and guests).- 6 under 4sThe sponsors Bowmer and Kirkland, Hira DNB, Golden tours, all the contributors and in particular AK Bollywood Dance were thanked.[HP] discussed the results (see below) from the survey attendees completed:Favourite parts of the event:<ul style="list-style-type: none">- 75% - Dance workshop- 45% - Food- 65% - Photobooth

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	<ul style="list-style-type: none"> - 72% - DJ - 48% - Raffle • Improvements: <ul style="list-style-type: none"> - Many requested it to be a longer event, 11pm finish next time - A handful commented on the food.. could have been better and less spicy with more choice for children. - Larger venue would have been better. - The queue for the photobooth could have been better managed. - Bigger dance floor. - Breaks from the dancing would have been nice as it was too loud for some. • Other comments from survey: <ul style="list-style-type: none"> - Well organised event. - Excellent volunteers. - Children loved the goodie bags. - Raffle prizes were amazing. - Loved the music and dancing. - Nicely decorated. - Food/table service staff were good. - Overall most guests were satisfied with the food. - Lovely atmosphere kids also enjoyed. • [SG] mentioned the after school club leaders were interested to come but did not receive an invite. This should be noted for future events. • [YB] Report and link to photos and videos have been published on the website. • £4668.38 was the profit made. • Great team work by the active FOAH volunteers for organising and leading this event.
4	<p><u>Hampers 2016</u></p> <ul style="list-style-type: none"> • [SG] Lead volunteer explained the hampers event • Volunteers: Sharmee, Nima, Altea, Ami, Kajol and Meeta • Hampers will be delivered to: <ul style="list-style-type: none"> - Northwick Park Hospital Children's ward - Kestrel Grove Nursing Home, The Hive - Harrow Carers Organisation, Harrow • Dates: <ul style="list-style-type: none"> - Monday 19th Dec – 1:30pm - Tuesday 20th Dec – 2:00pm - Thursday 22nd Dec – 11:30am • Electronic communication went out on 6th December and a letter in bags will go out by 14th December, participants sign up via an online form. • 37 children have registered to participate. • The hospital is fully booked. Some space is still available at the other homes. • Children that did not participate last year will have priority.

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	<ul style="list-style-type: none"> • Strict instructions for no photographer by any participant. All participants so far have given photography consent and all photos will be taken will be by FOAH reps on the day.
6	<p><u>Bags of Help – Sensory Garden</u></p> <ul style="list-style-type: none"> • [YB] Announced we got the most number of votes for the highest award. • [YB] Thanked everyone for the support and for shopping and voting in Tesco stores across Harrow. It truly demonstrated the spirit and ethos of our school community and a collective achievement we should be extremely proud of. • The award of £12,000 will be paid towards the development of the sensory garden. • The communication of the win was also emailed and is up on the FOAH website. • An online form has been launched to collect feedback: http://www.foah.avanti.org.uk/bagsofhelp/feedback • [HG] Highlighted ideas received by school staff, we now have the option to develop the garden in 2 areas of the ground. • Plans have yet to be finalised. • Updates will be posted on our website as we progress. • [YB] As part of the Tesco Bags of Help and groundworks initiative most of the work must be done by volunteers. Only major work where large tools maybe needed will be outsourced only if it's essential. • Many volunteers are ready to get involved and once a plan is finalised groups will be formed. [YB] will confirm the groups by next meeting. • [NV] Suggested making use of trees, by putting nets and tracks from tree to tree. [RM] mentioned touching any tree is not allowed as it's all a protected area. • [HP] mentioned unrestricted access to site during holiday periods (Easter/half terms) when volunteers can come and work. [RM] confirmed this won't be a problem, but we will get it all in writing before we start work. • [SG] mentioned there are many parents who are from the building trade and we should approach to support.
6	<p><u>AOB</u></p> <ul style="list-style-type: none"> • XMAS presents: Lead volunteer – Anjana Hirani Volunteers – Bhumika, Altea, Gitesh, Tejal and Gaurang <p>[AH] Mentioned staff members from primary and secondary were emailed and were asked to respond to whether they needed any equipment (sports, indoor etc). A budget up to £1000 was agreed however no response was received, hence FOAH decided to instead buy personal gifts for the children. Primary School children will be gifted activity books relevant to the class year, which will be distributed before xmas by a FOAH Santa [BR] – photos will be taken. All books have been wrapped. No xmas presents within the budget could be sourced for</p>

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	<p>secondary children. Total spend for activity books came to £180.74. [AH] to email report and post event pictures to foah email.¹</p> <ul style="list-style-type: none"> • [SP] mentioned primary school are in need of a bigger stage. Information of the current stage whether extension stage pieces can be brought and measurements need to be provided by email to Yogi.² • [SP] and [DM] suggested we should purchase electronic sharpeners for primary school.³ • [NV] suggested we should host a cinema evening in the hall. Ticketed event to raise money and children get free popcorn, snacks and a drink. Dates suggested for this are for Easter. All volunteers agreed this would be good and should go ahead and plan to do.⁴ • [GK] Suggested holding an Easter Hunt in April.⁵ • [TT] Mentioned the Pampers event we held on 28th Feb 2016. There was interest to hold it again.⁶ • [YB] Mentioned as the school is demerging what should we do about FOAH. Majority of volunteers agreed its best to demerge. All volunteers present at the meeting mutually agreed it would be best to continue as it is until July 2017. From September 2017 when the new committees are formed, FOAH will de-merge. As the majority of volunteers are from Primary its likely once the finances are split FOAH would be rebranded to only support the primary school. It would be up to parents of Secondary to form its own PTA. This would be further discussed in future meetings. • [BR] mentioned concerns of the inactivity of PSAG. [HP] will pass on concerns to the current PSAG chair.
7	<p>Confirm date, time and venue of next meeting</p> <ul style="list-style-type: none"> • Avanti House Primary School <p>Date – Monday 16th January 2016 Time – 7pm to 8:30pm</p>

Meeting Closed at 20:30

¹ [AH] to email report and post event pictures to Yogi.

² [RM] to provide information regarding purchase of primary stage pieces

³ [SP]/[DM] To enquire with school and research costs to purchase electronic sharpeners

⁴ [NK] To get a date fixed for this, confirm hall access with school, lead and plan

⁵ [GK] to come back with more information on Easter hunt (Apr 3rd) and decision to have will be confirmed later

⁶ [TT] to confirm venue and dates for Pamper Night