

Friends of Avanti House (FOAH)

Parent Teacher Association (PTA)

Fund raising and support committee for Avanti House School



MEETING MINUTES

Date/Time: MONDAY 18TH APRIL 2016 – 19:00-20:30

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

Attendees:		
[YB] Yogi Bakrania (Chair)	[BH] Bronwen Hughes (Staff)	[SR] Shobhana Ratra
[SB] Sheetal Bhudia (Treasurer)	[SL] Sheetal Lakhani	[TK] Tara Kerai
[HP] Hemang Patel (Vice Chair)	[DR] Daksha Ruda	[TT] Tejal Thakrar
[SM] Sunita Smith (Secretary)	[SG] Sharla Gorsia	[BR] Bhumika Raja
[AK] Andrea Kahn (Staff)	[AH] Anjana Hirani	

No	Description
1	Welcome & Apologies <ul style="list-style-type: none">[YB] Opened the meeting and welcomed everyone presentApologies – Sharmee, Rima, Darshana and Fatema
2	Matters arising from the last meeting <ul style="list-style-type: none">[YB] Discussed PCRs PSAG feedback role and took their opinion to get involved.[SG] PCR lead along with the other PCRs will confirm the extra duty and confirm if PCRs are willing to take on the extra role.¹
3	Events – <u>Prudential Ride Event</u> <ul style="list-style-type: none">It was agreed in the meeting that we will not do this event on this occasion.This event will be re-considered in next year's calendar of events. <u>Year 7 Taster day - July</u> <ul style="list-style-type: none">[SB] and [AK] to liaise regarding marketing stand for year 7 taster day session/induction, specifically for introducing FOAH to parents.²
4	<u>Summer Fair</u> <ul style="list-style-type: none">Was originally agreed for 10th July 2016 however due to other events (in School and locally) taking place that weekend we have moved it to 2nd/3rd July. Final date to be confirmed before next meeting offline.³[AK] Will get re-confirmation we can still hold it at AHS Pinner⁴

¹ Action – 1 [SG]

² Action – 2 [SB/AK]

³ Action – 3

⁴ Action – 4 [AK]

No	Description
	<ul style="list-style-type: none"> • [HP] will liaise with School regarding parking⁵ • A discussion on the number of tables available for stalls was discussed. It was agreed that minimum 30 would be required. [AK] to confirm. • [AK] and [BH] to enquire if school or teachers would like to run stalls for the event, its optional if they like to do so.⁶ • PSAG / FOAH should have tables as an introduction at the event, as parents / friends / families would understand the importance of these group. [SL/SG].⁷ • [AK] mentioned year 10 GCSE pupils would like to run some sporting activities or maybe some business enterprise activity. [AK] to confirm.⁸ • £1 and under 5s was in discussion and this will be agreed in next meeting. • Stage performances and activities by the Pupils was discussed. [AK] and [BH] will confirm by next meeting.⁹ • Different types of Entertainment for Summer Fair was discussed and will be short listed by the responsible leader by next meeting. • Food Stalls will take place by FOAH, so quotes needs to be looked into using different suppliers, such as Govindas and Tamu Tamu etc • Public Services needs to be contacted.¹⁰ • It was agreed we won't be hold raffle draws on this occasion. • Need to get sponsor package drafted.¹¹ • [YB] will prepare a "to do" list and assign lead roles to active volunteers by 23rd April.¹² • The roles and departments were briefly discussed. • Marketing to go out by mid May. [YB] to get draft flyer done by next meeting.¹³ • [AK] to confirm with AHS Pinner site manager regarding Pinner ground visit at 6:30pm (before 7pm meeting on 3rd July 2016).¹⁴ • As VERY strong note was mentioned to ALL FOAH Committee Members, that we strongly need Volunteers, from every angle. As this event will not take place without and volunteers, including staff.
6	<p><u>Announcements and AOB</u></p> <ul style="list-style-type: none"> • [BH] mentioned 'show my homework' is in to be launched for Primary Children. This was discussed. Letters will be sent out to parents in relation to help parents, see what type of homework is entailed. That way parents can keep a track of their children's homework as well as the topics covered in school.

⁵ Action – 5 [HP]

⁶ Action – 6 [BH/AK]

⁷ Action – 7 [SL/SG]

⁸ Action – 8 [AK]

⁹ Action – 9 [AK/BH]

¹⁰ Action – 10 [SS]

¹¹ Action – 11 [YB]

¹² Action – 12 [YB]

¹³ Action – 13 [YB]

¹⁴ Action – 14 [AK]

No	Description
	<ul style="list-style-type: none"> School mini feasibility was discussed options will be passed to the School to consider within the next month. [AK] mentioned a request for funds to purchase garden equipment including gloves, plants etc. It was discussed a proposal including the amount required must be sent and then we can discuss and vote at next meeting.¹⁵
7	<p>Confirm date, time and venue of next meeting</p> <ul style="list-style-type: none"> Avanti House Secondary School Beaulieu Drive, Pinner HA5 1NB <p>Date – Tuesday 3rd May 2016</p> <p>Time – 6:30pm to 7pm (grounds visit) – 7pm to 8:30pm (meeting)</p>

Meeting Closed at 20:30

¹⁵ Action – 15 [AK]