

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

Parent Teacher Association (PTA)

Fund raising and support committee for Avanti House School



### **MEETING MINUTES**

**Date/Time:** MONDAY 19TH SEPT 2016 – 19:00-20:30

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

<b>Attendees:</b>		
[YB] Yogi Bakrania (Chair)	[BR] Bhumika Raja	[DM] Divya Maru
[HP] Hemang Patel (Vice Chair)	[GK] Gitesh Kotecha	[JV] Jay Vaghela
[SB] Sheetal Bhudia (Treasurer)	[SG] Sharla Gorsia	[GM] Gaurang Morjaria
[SM] Sunita Smith (Secretary)	[AH] Anjana Hirani	[SP] Sharmee Di Pinto
	[AT] Altea Trivedi	[DR] Daksha Ruda

<b>No</b>	<b>Description</b>
1	<b>Welcome &amp; Apologies</b> <ul style="list-style-type: none"><li>• [YB] Opened the meeting and welcomed everyone present and everyone present introduced themselves.</li><li>• Apologies – Andrea Kahn, Daxa Joshi, Fatema Paretha and Rima Patel</li><li>• Apologies were not received for at least 4 volunteers who initially replied they would attend.</li><li>• At least 5 volunteers did not respond to the email notice for the meeting.</li><li>• It was mentioned, it is important that in future those invited to meetings must respond with 'Yes' or 'No'.</li></ul>
2	<b>Matters arising from the last meeting</b> <ul style="list-style-type: none"><li>• Minibus project should conclude by next month<sup>1</sup>.</li><li>• [DM] suggested for summer fairs, companies such as costco/superstores etc should be informed in advance as they have yearly allowances they can budget for charities and schools that hold such events<sup>2</sup>.</li></ul>
3	<b>Tesco #Bagsofhelp</b> <ul style="list-style-type: none"><li>• Scheme to help communities to develop open spaces</li><li>• FOAH selected in Harrow/Pinner region as finalist out of thousands</li><li>• £8000 has been secured to develop the playground at Stanmore</li><li>• We will compete for votes with 2 other communities</li><li>• Customers will be able to vote for our potential school garden at Tesco stores (including Tesco Metro and some Express stores) around Harrow/Pinner.</li><li>• £12,000, £10,000 and £8,000 as 1st, 2nd and 3rd respectfully will be up for grabs.</li><li>• Flyers will be distributed to children.</li></ul>

<sup>1</sup> Action [HP]

<sup>2</sup> Action [DM]

No	Description
	<ul style="list-style-type: none"> <li>• There will be a social media campaign and people should connect, like and share posts regarding it.</li> <li>• Voting will be from 29th Sept to 9th Oct.</li> <li>• Winners will be announced by end of October and we will receive 75% of award by November</li> <li>• Landscape designers will be consulted to present illustrations to develop the garden.</li> <li>• Volunteers will be required to help and information for this will be sent via email as the project develops.</li> <li>• Ideas for things we can do was discussed: clean up ground, re-paint existing hut, re-surface area with grass/decking/pathways/install children play equipment.</li> <li>• Votes will be given a token for every transaction. Token then needs to be put into our box.</li> <li>• Separate meetings for #bagsofhelp where volunteers can come and get updates and be involved will be announced soon.</li> </ul>
4	<p><b>Next Event – Dinner and Dance</b></p> <ul style="list-style-type: none"> <li>• The idea to have a garba or dinner dance event end of November.</li> <li>• Few other events were discussed such as a walkathon, Diwali and a pantomime. Pantomime and walkathon may get discussed nearer December time.</li> <li>• The majority voted to have a dinner and dance event – subject to getting a suitable venue at a reasonable rate.</li> <li>• Dates were discussed and Saturday 26th November 2016 was agreed.</li> <li>• Departments where volunteers can help was discussed.</li> <li>• Initially it was agreed that [DR] and [SG] would take responsibility for catering.</li> <li>• [BR] volunteered to source a DJ or Band for the night<sup>3</sup>.</li> <li>• [YB] would source a venue<sup>4</sup>.</li> <li>• [GM] would assist with follow up.</li> <li>• Event will be ticketed and cost would be agreed at next meeting.</li> <li>• [YB] to come up with plan and allocate other members to departments where they can help, this should be presented and agreed on at the next meeting<sup>5</sup>.</li> <li>• It was agreed marketing and selling tickets for the event should commence by end of October.</li> </ul> <p><b>Hampers event</b></p> <ul style="list-style-type: none"> <li>• Hampers event last year was very successful.</li> <li>• It was agreed to hold this again.</li> <li>• [SG] and [SP] and team will head this event and to start planning for it soon<sup>6</sup>.</li> </ul>

<sup>3</sup> Action [BR]

<sup>4</sup> Action [YB]

<sup>5</sup> Action [YB]

<sup>6</sup> Action [SG] and [SP]

No	Description
	<p><b>Other events</b></p> <ul style="list-style-type: none"> <li>Over the year we have been arranging events on the fly. It was agreed we should fix the dates for major events such as summer fair 2017 and other events at the earliest.</li> <li>[GM] Suggested holding a walkathon/treasure hunt this year or around Easter. However this year it was agreed we just focus on the agreed events discussed above.</li> </ul>
5	<p><b>Core Committee Election (Sept 2017 – July 2019)</b></p> <ul style="list-style-type: none"> <li>[YB] informed that the term for the current core committee comes to an end in July 2017.</li> <li>The current structure and members of the FOAH charity consists of a Chair, Vice Chair, Treasurer and Secretary.</li> <li>The board/core committee will be taking nominations to elect new volunteers.</li> <li>A nomination form will be launched by December 2016 to take names of those interested to steer FOAH to the next level up to July 2019.</li> </ul>
6	<p><b>Announcements and AOB</b></p> <ul style="list-style-type: none"> <li>[YB] requested to gather help for secondary school open day. Volunteers were requested to send names by 20th October.</li> <li>The results obtained from the FOAH survey emailed to all parents in July 2016 was discussed. Overall, the majority of parents were aware of the events and results showed events were well attended. Some very positive comments, in particular relating to the recent Summer Fair was discussed. Advise and comments such as: giving more notice for events, making parents more aware of events, activities to have a summer fair and ideas for future events were noted.</li> <li>DBS matters is ongoing. [YB] to speak to school regarding getting things in order for those who are still waiting to get DBS<sup>7</sup>.</li> </ul>
7	<p><b>Confirm date, time and venue of next meeting</b></p> <ul style="list-style-type: none"> <li>Avanti House Primary School Common Road, Stanmore. <b>Date</b> – Monday 10th October 2016 <b>Time</b> – 7pm to 8:30pm</li> </ul>

**Meeting Closed at 20:30**

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<sup>7</sup> Action [YB]