

**Harris City Academy Parents, Teachers and Friends Association  
Charity Number 1117437**

**Minutes of the PTFA meeting on 03/04/2011  
held at Harris City Academy Crystal Palace**

**Attendees:**

**Georgina Mason, Joint chair  
Alison Viña, Secretary  
Era Mourey, Harris representative  
Hayden Ward, Harris teacher  
Karen Brady  
Janice Henson  
Liz Owens**

**Apologies:**

**Amanda Alcock  
Helen Agnew**

The meeting was arranged primarily to discuss the forthcoming Summer Fayre, which will take place on 9 July 2011. Also on the agenda was communication within the PTFA, and between the PTFA and the wider school community.

**Summer Fayre**

There had been some confusion about the date of the Summer Fayre. Era explained that 9 July was the only date that really worked within the school's calendar. Unfortunately Janice Henson is not able to make this date due to another commitment. Janice mentioned that Sandra Perry will also be unable to attend the event.

The start and finish times are yet to be confirmed, although Era explained that PTFA members will be setting up from 10am. Prefects have also been asked to give up their time to put out tables etc and help to clear up after the event. Era said that a lot of the Year 11 students would like to help with the Summer Fayre, even though they will have finished their exams by then.

Era reported that Hayden Ward delivered an assembly about the Summer Fayre to the school, which was met with an enthusiastic response from students. Hayden is responsible for coordinating the students' stalls. He explained that the students are competing for faculty points. These are based on how much money they raise on their stalls. The students have been asked to decide what stalls they want to run. It is hoped that each tutor group will run its own stall. The tutors will each take responsibility for his or her group's stall. Era explained that the student council will decide where the money raised by students will go.

Money raised by the PTFA will be distributed within the school, with the decision on where it's spent made by the PTFA.

Era ran through some of the stalls that were run last time (two years ago). Era mentioned that the school has a barbecue, but the PTFA will have to find someone new to run it this year. Era suggested Keith Francis may like to take charge and Alison said that she would send him an email to ask about this.

Era mentioned that the school will need to apply for a drinks' licence and this can take several weeks to come through. Karen mentioned that Sally usually organises this and it is hoped that she will again this year.

Hayden suggested trying to involve local businesses in the event in terms of sponsorship. Georgina suggested asking for a small contribution from local businesses (eg £25) in return for a mention on a flyer promoting the event. Era said that the school would probably print 2,000 flyers for the event. Georgina agreed to approach local businesses with this idea.

Hayden already had a few contacts, which he said he would pass on to Georgina. Flyers should go out by the end of June.

Era said that she would speak to Mr Howarth about getting prizes as he has in previous years (signed football shirts etc). All prizes that can be donated by PFTA members for raffles etc will be welcomed.

Era said that we should get a list back from the tutors of what stalls the students will be running in the next couple of weeks. After that the PTFA will be able to decide on the stalls that they will organise for the event.

Era clarified that the school's 20-year anniversary event will take place on Wednesday 29 June, between 3 and 5pm, and will be an entirely separate event from the Summer Fayre. PTFA committee members will be invited.

### **Communication**

To improve communication within the PFTA, particularly regarding dates of meetings and events, Georgina suggested setting up a Google account with a calendar for PTFA-related dates. This could be accessed by all PTFA members and would be updated and managed by the PTFA secretary. This would allow us to manage our own calendar, rather than relying on the one on the school's website. Georgina and Alison agreed to look into this further and will report back to the PTFA at the next meeting (or before via email).

Georgina suggested that we try and organise an event in September for new parents. Also, she proposed that we gather contact details for all parents and send out information about PFTA meetings and events. Era replied saying that this already takes place with regular letters going out to parents and dates listed in the termly newsletter.

Alison suggested trying to get a box on the front page of the website, where we could splash PFTA information. Era suggested that Alison speak to Colin Jarrett, who runs the website.

Era proposed that Georgina draft a letter to send out to parents asking for support with the PTFA in general and the Summer Fayre in particular. We could also ask for contributions in terms of prizes etc. This letter could include a new email address for the PFTA, where parents could send their offers of help. Alison agreed to set up a new email address and monitor the incoming mail. The letter will also include a tear-off slip that could be returned to tutors. The parents could write their contact details on if they are willing to help out.

### **Next meeting**

The next meeting will take place at school on Wednesday 25 May at 7pm. This has been changed from the previously advertised date to allow time for the tutors to decide on stalls at the Summer Fayre. Georgina mentioned that Tuesday nights are not good for her and was hopeful that future meetings could be held on a different day of the week.