

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

**Minutes of the PTFA meeting on 25/05/2011
held at Harris City Academy Crystal Palace**

Attendees:

**Georgina Mason, joint chair
Alison Viña, secretary
Era Mourey, Harris representative
Hayden Ward, Harris teacher
Janice Henson
Liz Owens
Keith Francis**

Apologies:

**Sandra Perry
Sally Figueroa
Helen Angnew
Susan England
Sharon Thomas**

The meeting was arranged primarily to discuss the forthcoming Summer Fayre, which will take place on 9 July 2011, between 2 and 6pm.

Summer Fayre

Alison mentioned that some offers of help have come in via email:

- Sally Figueroa said she is able to help on the day but only until 5 or 6pm. She is happy to run the tombola again.
- Susan England also offered to help at the fayre. She is happy to run the cake stall with Liz Owens as usual. Liz mentioned that they have already discussed this.

Georgina has asked several local businesses for £25 to sponsor the flyer promoting the event and four have already agreed. South of the River commented that they are happy to support Harris, but with a prize for the raffle rather than cash. Georgina said that she will continue to approach local businesses asking for prizes and/or cash as well as local branches of Sainsbury's and Tesco.

Era is going to ask staff members to donate prizes for the tombola/raffle.

Keith is happy to organise/run the barbecue and will talk to Sally Dowden about how many burgers/buns etc we need to buy based on previous years. He will also look into cleaning the barbecue in advance of the event. Plus he said that he would need a couple of helpers on the day. Hayden offered to lend his Macro card to Keith so that he can buy the burgers for a good price. Keith will also look into the possibility of getting food delivered on the day. Georgina also mentioned that we should have a veggie burger option also, although this could create logistical problems as we only have one barbecue. Liz said that she would get in touch with Darren, who normally helps out, to see if he will join Keith on the barbecue. She will also contact Helen and Mark, who have helped out previously, to help with the barbecue and/or bar.

Alcohol licence: Keith will speak to Sally Dowden about organising the drinks' licence and regarding the floats etc on the day. The students will organise the sale of soft drinks (mocktails, smoothies etc).

Hayden Ward supplied a list of the students' ideas for stalls, ranging from hand massage to sumo wrestling. Era said that the school would be able to supply some funds for each stall to get started. Hayden is going to look at the ideas and, with tutors, decide which ideas are viable. Andrew Merryweather will not be there on the day, but he will organise the teachers-in-stocks stall beforehand. Era mentioned that there will also be a talent show on the day, organised by Miss Briskey. Era is going to organise the locations of each stall and to make sure what furniture is required etc. Era said that we must also have a plan of action if it rains. There is a covered area where the barbecue could be set up in this situation for instance. Each form tutor will be in charge of figuring out what equipment is needed (eg smoothie makers etc). Hayden will supply further information when he has it.

Era is going to try and get the prefects and sixth formers to help out on the day.

Alison agreed to draft a general letter to all parents asking for help/raffle donations for the summer fayre specifically and also to increase our list of contacts. Keith mentioned that it is also very important to focus on the Year 7 parents for the future.

Next meeting

The next meeting will take place at school on Tuesday 14 June at 7pm.