

Alperton Community School

Parent, Teacher & Friends Association (PTFA)

Minutes of meeting at Ealing Road Hall at 6pm on 10th December 2025

Meeting commenced at 6.00pm.

Ordinary Business

1. Attendance

Parents - Sunil Bhudia (SB) - Chair, Maria Panayi (MP) - Co-Chair, Asrar Qureshi (AQ) - Vice Chair, Umesh Patel (UP) - Treasurer, Gilen Patel (GP) - Committee, Zara Ahmad (ZA) - Committee, Loreta El-Khatib (LEK) - Committee, Priya Gindi (PG) – Committee

School staff - Mr Cripps (SCr) - school link, Mr Dixon (CD) - Headteacher, Mr Rayleigh (ARa) - Head of Careers

Apologies: Hannah Louise Burling (HLB) - Secretary, Hafsa Ayyaz (HA) - Co-Secretary

2. **Minutes of the last meeting** on 12th November were agreed and there were no matters arising. The minutes were signed by SB and SCr at the end of the meeting.

3. **Terms of reference** – this was deferred, by agreement, until the next meeting in January

4. **PTFA staff launch** on 15th December including feedback from working group who met on 3rd December

- SCr to introduce PTFA, read mission statement and run through PowerPoint before each member present introduces themselves and says a little about their history and how they foresee their involvement in the PTFA.
- SCr ran thorough mission statement - all were happy with this.
- ACS has recently attained the Parent Friendly School Standard Award.
- PTFA will be a bridge between school and community.
- Potential questions for staff - what would you like out of the PTFA? How can teachers support the PTFA? How would staff like to work more closely with the community? CD to agree final questions with SCr. Also, SCR to look into a QR code for staff to respond to questions.
- Available to attend launch – SB, MP, AQ, GP, LEK, ZA, PG
- PTFA and staff to network after presentation.
- Committee met last week and currently working on presentation of individual slide. SB to format once all done and will send to SCr by 12th December for perusal.
- PTFA to arrive at 3.30pm for the staff launch.

5. PTFA Year 5 welcome event on 25 March 2026 - updates

- SCr will be personally handing out letters to Barham and Lyon Park schools.
- Possibility for creative heads of department to be involved to promote Drama, Music and Textiles.
- How can 6th formers be involved eg BTEC groups for enterprise?
- Send out Google form to Year 5 parents for expression of interest or alternatively a postcard inviting parents and children to the event including a QR code to register.

6. Summer Term event

- Date in the diary for a summer fair on Saturday 11th July 2026
- Invite community organisations and businesses to promote and sell their products.
- What would the children and staff like for this event?
- Possibility of Ms Ernstine involving the school band.
- Students can be involved to prepare goods to sell or run activities.
- Parents can use their skills to help run stalls e.g. henna
- How can the young enterprise group promote and help?
- Can school equipment be used for activities?

7. Bank account updates

- SB, UP, AQ and MP met for the second time last week to complete application, due to some confusion on the form noting the constitution as a charity organisation. UP spoke with the bank to clarify what needed to be done. Awaiting confirmation of account setup.
- Trading name - Alperton Community School PTFA
- Correspondence address – UP.
- SB, AP, AQ, MP all to have a debit card as all named on account with UP main account holder.
- Card reader - we should have at least one for use during events - SCr to enquire if ACS can fund this.
- App - parents can donate towards the PTFA.

8. Fundraising ideas

- PTFA had initially queried whether the students could raise money via non - uniform days and CD had explained that he did not favour non-uniform days as successful fundraising events. The UNICEF Christmas jumper day therefore caused some confusion with PTFA members so this was raised again for discussion.
- CD clarified that the money the PTFA raise is for the students and therefore the students should not be asked to directly put their own money towards PTFA fund raising. The fund raising should be directed to the parents and the community.

- A wider discussion on more appropriate fundraising then developed including suitable things the students could be sponsored to raise money for e.g. various health and fitness or community-oriented activities. SCr offered to speak with the Health & Fitness department and feedback to PTFA.
- Evening or community events will be paid for by parents and community. Some events may be pitched to families and in this case, parents will pay for students to attend. For example, the summer fair will be a family event
- Parents Evening refreshments – we will ask for donations from local vendors in terms of suitable food and drinks that we as the PTFA can sell during the event.
- PTFA Newsletter will be good advertising for local businesses in exchange for donations.

9. Mission Statement - This was unanimously agreed.

Our mission as a PTFA is to foster a strong partnership between parents, teachers, students, and the wider community.

We aim to enhance the whole educational experience for every Alperton student, including those transitioning here from primary school, by supporting school initiatives, organising inclusive events, and raising funds that enrich learning and wellbeing throughout the school.

10. AOB

- AR is thankful for the updates on the WhatsApp group with regards to work experience enquiries for the students.
- CD requested committee members to consider applying to become a school governor. There is a need for at least 1 more governor. Four face to face meetings per year, 2 online meetings. Meetings generally take place on a Monday at 6.30pm. Individual positions in finance, curriculum, students, HR. No feedback via parent bulletin.
- Voucher donation - 1 hour VR experience for 4 at Box Park expiring 31st December 2025 - raffle to staff during launch on Monday - CD to organise. Trampolining for 4 people expiring 31st January 2026. We can raffle this on Parent's Evening, selling raffles for £1 per strip. Big Fish Tuition donation to discuss at next meeting.
- A question was asked about the process regarding fund raising requests from school departments. SCr agreed to clarify this process at the next meeting.

Meeting concluded at 7.04pm