



**Minutes of Salesian PTA Meeting, Staff Room
Tuesday 2nd April 2019**

Attendees:

Linda Johnson (Chair)	Jenny Byrne (Secretary)
Jane Desmidt (Salesian)	Sue Evans (Minutes)
Cristina Lacatus (Treasurer)	Abby DuBaree
Feride Claridge	Claire Payne
Betina McEvoy	Olaf Goettel

1. Welcome and Introductions

Linda welcomed all to the meeting and presented Easter goodies.

2. Apologies

Apologies were noted from Sonya Lambourne, Robyn Sale and Sarah Waldron

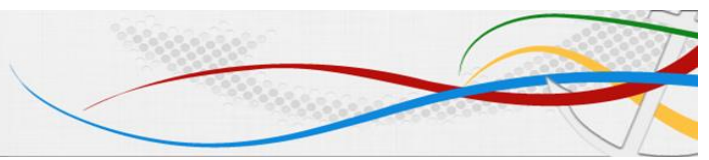
3. Approval of minutes of the last meeting, 26th February

Cristina has spoken with Fiona who advised against use of a credit card, but suggested an initial float/stock loan in cash to be given to the buyers prior to an event. Agreed that this was not ideal and because Cristina is so prompt with providing cheques, that those buying for the bar and events would, if happy, purchase from own funds and seek immediate refund. Decision: To be agreed on an event by event basis and if problems are envisaged, a stock loan can be arranged.

Linda advised that the School Office and Maintenance are happy that shopping ordered online can be delivered to the school and moved by Maintenance to the PTA kitchen.

Discussion on smart shopping in that online shopping does not always yield the best deals, but they are more likely to carry the stock quantities that we need. Need also to check the dates as these can be short when buying in bulk. Discussion over the expensing of stock consumed in the financial year after which it was purchased – a cut off and stock check would be needed, but if stock was purchased in the previous year and sold in the following year, you must claim the profits in the following year which could make it appear as a loss in the previous year. Agreed that this would not be large amounts and the PTA is relatively rich at present so this will not have a significant impact.

Linda reported that she had made contact with Elaine and Olaf regarding taking over the bar – they have kindly agreed, which is great news.



Robyn has purchased more dishwasher tablets as a donation to the PTA.

Wine measure – Claire noted that a wine measure is a condition of the TENS license and one should be present in case of an inspection.

Action: Claire to purchase one.

Other actions will be picked up for further discussion under the relevant sections of today's minutes.

The minutes were accepted as an accurate record of the meeting.

4. Events Update

a. Feedback from recent events

College Productions – 19/20/21/22nd March

It was felt that all went well, but in the drama studio there should be more space between the counter and the fridges to allow fridge access. Discussion of pros and cons of having the bar downstairs and ideas for improving footfall should the bar be downstairs again. Mr Crean and Mrs Jackson had already noted that it might be desirable to have the bar upstairs for future events but the drawback of this is that the clearing up is more difficult due to noise.

Proposal: To try upstairs next time, have a teacher to monitor noise, not to offer interval drinks ordering, and to prepare VIP drinks quietly. Drawback was noted in that all will have to be packed up and put away every night. Stock could remain in fridges if they can be chained shut.

b. Upcoming events scheduled:

Advocates evening – Sat 13th April

For those who went to Zambia last year and the charity trustees. Event organised by the students who went last year – they organise the catering and decorations etc, and invite next year's student. Historically PTA sells them the stock at cost price, on a sale or return basis. Useful for stock rotation.

Linda has met with the organisers and all is in hand.

Action: Linda to ask what they are doing about glasses.

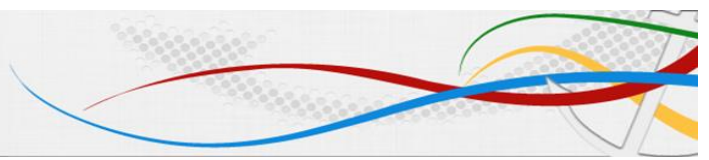
Summer Music concert – Wed 8th May

Linda confirmed that this will be in the music school not the main hall so will be smaller than usual. 7.30 – 9pm with an interval. PTA to provide a paid bar and limited range of sweets in the foyer before, and during interval.

Helpers: Linda, Sue, Olaf and Feride (3 bar, one sweets).

Action: Linda to liaise with Maintenance over moving the fridges.

Action: Linda to contact Niki to see what involvement she would like, and setting up.



Action: Linda to contact Robyn re the glasses.

Claire noted that Farnborough Hill catering department provide all glasses for these events, and wash them up afterwards.

Action: Jane to explore with Compass as it was noted that we need a Plan B for if Robyn is unable to do this.

Sports Day – Monday 10th June

This will take place at Aldershot Army Stadium, 12.30 to 3.30pm. Claire recalled that tea, coffee and cakes, soft drinks and sweets are provided. Sweets are a big seller. There were 5 or 6 helpers last year. Angela Martin provides cakes and takes her own profits. Maintenance put gazebos up, and Claire noted that Lucozade was the biggest seller but subsequent discussion has confirmed that this is no longer suitable.

Action: Linda to contact the school re helpers. Update: Claire has confirmed she can help. May need to be a stock provision role only. Sarah Waldron may be able to help as she usually does but haven't asked yet.

Action: Jane to confirm rules for what can and can't be sold there, and cup arrangements etc.

Action: Jenny/Sue for next agenda.

3G Football Fayre –Share the Light – Friday 24th May

4.30 – 7pm. Bar and sweets, 4 bar helpers needed: Linda, Betina, Feride, Jenny (from 5pm), and Cristina if needed. To arrive at school by 4pm as stock will need to be driven down to the sports grounds.

Maintenance to transport 3 tables down.

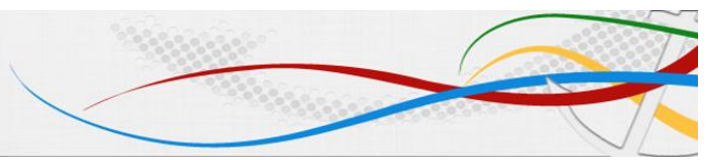
5. Update on the Ball at Sandhurst.

Abby noted that caterers and pianist is booked. Claire has booked a DJ know to her at Farnborough Hill and at £275 he has undercut the previous person. Formal photographs – booked, to be taken and printed on the night. Sit down menu is agreed. The invitation has now gone out. 120 spaces only.

Action: Jane to follow up with Mr Crean regarding the raffle letter which was supposed to go out on Tuesday of this week, but hasn't yet gone.

Action: Linda to send a list of authorised taxis out.

Linda will be collating acceptances, money and dietary requirements and pass to Abby in due course for security purposes. Tickets are £75, Linda collates and passes cheques to Cristina for banking. Expenses (food, pianist etc) are invoiced after the event with profit being whatever is left. Disco will be paid on the night, so Claire will approach Cristina for a cheque and also a float for the raffle (tickets are only sold on the night). An onsite meeting will take place on 17th April.



Ticket includes a prize draw – **Action:** Need to confirm what this will be. Last year Claire purchased the Pennyhill Park weekend voucher at a discount.

6. Financials

Cristina talked to her report.

Production: £1600 sales: £1400 bar and £200 sweets. Sales increased across the 4 nights. Final stock balance is not yet known.

Account balance £24,653 as at end of March.

Jane advised that a new external table tennis table and six indoor ones have now arrived.

Action: Jane to follow up the invoices for the above, and link Cristina in.

Action: Jane to ask the PE department to Tweet pictures and thanks to the PTA when they receive new equipment financed by us. It is of great importance to the parents to see that the money they are putting into PTA events is yielding benefits. Suggestions included photos for the school website of the school receiving such items from the PTA, or adding a plaque.

7. School Update

a) Year/School Council

Jane reported that the council is thrilled with the table tennis tables but there are no specific requests at this point.

b) School Requests

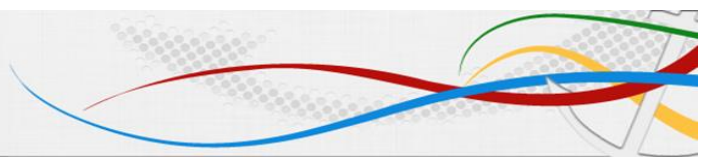
Request from PE teachers – video camera and software for filming matches. Cost is £1600. Would be fixed down at the field.

Electric Blinds for the gym – quote from Cliff: £7231. Linda expressed view that this was a fixtures and fittings issue for the school.

Jane provided a wish list from the Drama department which included roll-out flooring, specialist lighting, classroom chairs, exam chairs (one set would be for when filming for exams), haze machine etc. total being £2545.21. Olaf noted that we need indemnity from ongoing maintenance and replacement.

Electronic drum kit was proposed to Dr Noble – this offer was rejected.

Following a series of indicative votes, it was agreed to purchase the PE camera and all the Drama requests, and to pay half the cost of the blinds with the school covering the other half.



For next meeting: to review monies available after the Drama spending and camera and blinds has been made as well, and to think about other ways to engage other departments, as spend is noted to be heavily PE-focused.

Also to reconsider when costings for the tabletennis canopy are known (next meeting) but these are likely to be prohibitively expensive - 5 figures.

Betina suggested it might be worth looking at grants towards this work though it was noted that being a private school, we may be evaluated differently.

Action: Sue/Jenny to note all the above for next agenda.

8. A.O.B.

Sue mentioned Freeze Pop Fridays but though popular these were rejected due to concerns raised by Jane over the litter in the area, and the prohibition of food and drink on the coaches. It was agreed that freeze pops could be sold at sports day and football day, and possibly at other occasional events.

A PTA mufti day each year was raised by Claire, and Linda affirmed that we are a charity to be supported like other charities - possibly in exchange for a bottle for the tombola at the Christmas Shopping Evening, or money for buying bottles.

Action: Linda to raise with Mr Owens.

Date for Christmas Shopping Evening – date not yet agreed, and Claire already has stall holders calling her.

Action: Jane to discuss with Mr Crean.

Email from Mark Chatterton to ask for PTA assistance at a cycling event for the Sean Devereaux foundation on Sunday 23rd June. They want our BBQs but it was decided some time ago that we would not lend our BBQs as they were damaged when lent out previously – we could lend, but only if PTA personnel were present to supervise.

Action: Linda to discuss with Mark as to exactly what is needed, but Sue felt that there is too small a pool of PTA helpers for us to take everything on.

9. Next Meeting Date

The date of the next meeting is Wednesday 15th May, 7.30pm in the school staffroom.

Sue Evans

06/04/2019