



**Minutes of Salesian PTA Meeting, Staff Room  
Wednesday 14<sup>th</sup> January 2019**

**Attendees:**

|                         |                              |                 |
|-------------------------|------------------------------|-----------------|
| Linda Johnson (Chair)   | Betina Mcevoy                | Niki Timpson    |
| Olaf Goettel            | Cristina Lacatus (treasurer) |                 |
| Jenny Byrne (Secretary) | Claire Payne                 | Feride Claridge |
| Jane Desmidt (Salesian) | Abby DuBaree                 | Sue Evans       |
| Sonya Lambourne         |                              |                 |

**1. Welcome and Introductions**

The Chair welcomed the group to the PTA meeting.

**2. Apologies**

Apologies were received from Sarah Waldron, Elaine Liversage, Robyn Sale.

**3. Approval of minutes of the last meeting**

- 1) Jane has found out the exact amount that was made at Race Night for Share the Light was £2,250.00. They plan to spend the money on supporting the girls living at the City of Joy.
- 2) Prospective 6<sup>th</sup> Form Open Evening. Mr Owens has agreed the PTA will not pay for hospitality. Niki to send invoice to school for them to pay back the PTA.

**4. Recent events Update**

**Christmas Market** – We had lots of positive feedback. There were only a couple of stalls Claire wouldn't have back next year. The food stalls and the tombola were very popular. Claire sent a thank you note to Hayley for the cakes we raffled. Need to check she is not losing money as unsure of who paid the costs of her outgoings. Jane will look into. Claire is happy to roll Xmas Market out again next year. People seem just as prepared to come for the food as they do for the stalls.



Feedback – more places to sit would be useful next year so people can eat more comfortably. Possibility of classroom chairs where the comfy chairs were this year so more chairs could be put out.

Niki said the mulled wine would need to be started earlier next year. The double heater worked well to heat the mulled wine so there is no need to replace the broken urn. This year we used 12 bottles of mulled wine and they had to get some more, so need to increase for next year.

Finances – The income from food was £380 in total. BBQ made £273, Cakes £129, Tombola £388, Draw £260, Bar £455, Sweets £97. Total - £1602.00.

For the 39 stallholders the income was £814.

**Performing Arts Evening** – This was very good. Feedback from the bar was that it didn't seem that busy. Finances – draw made £125, bar made £ 312 and sweets made £37. Total - £474.

**Festival of Carols and Readings** – The bar was very busy. We made £257 on the draw, £69 on the cake, £758 on the bar and £43 on sweets. Next year we need two people in the kitchen to manage the mulled wine, 1 to be the runner. 4 people on the bar will be sufficient. Possibility next year of moving the Christmas tree so that the bar can be extended. This would speed up service. The sweet stall on the opposite table to the bar worked very well.

## 5. Upcoming Events

**Quiz Night in aid of Sean Devereux (Saturday 9<sup>th</sup> February)** – Mark Chatterton is in charge of the Sean Devereux charity which organises the quiz. Application forms have been given out and will come back into the school office then Mark will organise numbers, orders etc. Linda will email Mark and copy Niki in so she has Mark's email address. PTA are now getting all bar profit, Sean D fund will get ticket sales and profit from the food. PTA need 6 people behind the bar. So far we have 5 volunteers – Betina, Niki, Elaine, Olaf, Linda.

**THEREFORE WE NEED 1 MORE VOLUNTEER.**

6<sup>th</sup> form will give out the food (Jane to organise) and Robyn has offered to organise the glasses.

**College Productions (20<sup>th</sup> – 23<sup>rd</sup> March)** – These will need a bar and sweets sold. An especially big sweets stall to be available on the 20<sup>th</sup> as this is the night the present yr 6 boys come and watch the show. For the 20<sup>th</sup> the bar will need to



be upstairs where it usually is and for the remaining nights it can be down in the drama studio as usual. We won't need interval drinks for the 20<sup>th</sup> either. Bar

helpers to arrive 6.30pm please. Sweets stall will be run by 6<sup>th</sup> formers (Jane to organise). Robyn has offered to organise glasses again.

Bar requirements for the 20<sup>th</sup> – 3 helpers on the bar, 2 on sweets.

21<sup>st</sup>, 22<sup>nd</sup>, 23<sup>rd</sup> – 5 helpers needed on the bar with 2 on sweets.

Bar volunteers so far –

20<sup>th</sup> – Niki, Jenny

21<sup>st</sup> – Niki, Feride

22<sup>nd</sup> – Sonya, Jenny(if necessary)

23<sup>rd</sup> – Niki, Betina

**PLEASE CONTACT JENNY IF YOU CAN HELP ON THE BAR AT ANY OF THESE EVENTS**

## **6. Financials**

See figures in separate sections above for individual events money raised. Profit Xmas market - £1249.50, Performing Arts - £429 and Festival of Carols £ 610. As of 4<sup>th</sup> Jan 2019 we have £23 043 in the bank.

## **7. TEN licences.**

Niki will get the TENS licences for this terms events.

## **8. New Executive Members to be recruited for 2019**

In September 2019 PTA will need a new Chair, Secretary and Bar Manager. Sue Evans has kindly offered to take over (gradually) the Secretary role and Feride has offered to shadow Niki as Bar Manager and previously Elaine has offered too. Niki has offered to stay on until December to help transition.

If we couldn't get a Chairperson, School did wonder if it would be easier to run if people took over the running of individual events and recruit people to help them. The committee thought we may have to have a chair and treasurer for the



constitution. We therefore still need someone to take over as Chair. Linda has met with Mr Owens to create a job description and this has been put on the website PTA pages and put in the December newsletter. (Jane to check these did go out).

## **9. School Update.**

The school would like new indoor table tennis tables and possibly one more outside table tennis table. Jane will find out the cost of these.

The drama department are keen to enhance the downstairs drama studios so Mrs Townsend has been asked to cost for this.

## **10.A.O.B.**

- The date has been booked for the Ball at Sandhurst for Saturday 8<sup>th</sup> June 2019.
- Feride to liaise with the school IT department about managing the PTA pages of the website.
- Idea of an 80s night disco or a comedy night for parents was put forward to discuss at the next meeting. They would be held during a month that was light on other events such as January or September.

## **11.Next Meeting Date**

The date of the next meeting is on Tuesday 26<sup>th</sup> February 2019 at 7.30pm in the school staffroom.

Jenny Byrne

16/01/2019