



Minutes of Salesian PTA Meeting, Staff Room Tuesday 25th September 2018

Attendees:

Linda Johnson (Chair)	Sonya Lambourne	Niki Timpson	
Jenny Byrne (Secretary)	Abby Dubaree	Claire Payne	
Jane Desmidt (Salesian)	Cristina Lacatus	Olaf Goettel	J
Sue Evans	Betina Mcevoy		

1. Welcome and Introductions

The Chair welcomed the group to the first PTA meeting of the year.

2. Apologies

Apologies were received from:

Robyn Sale, Sarah Waldron, Elaine Liversage

3. Approval of minutes of AGM

The minutes were unanimously approved. No actions arose from last minutes. It was noted though that someone would be needed to take over the role of Secretary and also to shadow the Chair as this will be her last year. Elaine Liversage has volunteered to help Niki.

4. Events Update

Due to GDPR regulations, the Salesian PTA have transferred all their communication over to Microsoft 365. This means that any emailing now needs to be sent to this account if you wish to contact the Chair (Linda), Secretary (Jenny), Treasurer (Cristina), Bar Manager (Niki), or Xmas Market manager (Claire). Sonya and Abby will also be given an email address in the near future so they can liaise through this account.

All correspondence needs to go through:

Linda.johnson@salesianpta.co.uk

Documents will be put on the shared drive so all those with accounts will be able to access them. For example, Claire will store her Xmas fair info here; she has explicit permission from past stall holders to retain their details.

5. Autumn Term Scheduled Events

Race Night (6th October) – TENs licence received and with Niki. Linda has contacted the fish and chips suppliers. The bar will sell crisps and nuts etc as well as alcohol. It was agreed there would be no free nibbles put out on the tables. Cristina will supply the floats for the betting booths, bar and raffle. Niki will buy two cash boxes. The PTA will also need the cheques book on the night to pay the fish and chip supplier. . Linda to call Miss Lindquist about the colour coded tickets. We also need a clean-up team on the night with a supply of black bin bags! Robyn Sale has kindly offered to get the glasses from Waitrose and will wash and return afterwards.



Volunteers for the night - on the bar – Niki, Linda, Olaf, Betina (part-time)

- **Helping distribute food** – Jenny, Robyn(?) and Cristina.
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Prospective Sixth Form Open Evening (9th October) – Jane Desmidt to ask Mr Maher if he needs the PTA to help at this event as most parents didn't take drinks last year and if they did it was only bottled water.

Christmas Market (22nd November) – For this event, stall holders from outside school come in and there is a full bar. Claire has contacted all those who had stalls last year and 30 stalls have already signed up. She has given them a deadline of 26th Sept before advertising to other stall holders. Share the Light also have a double table and Young Enterprise have 2 stalls. The 6th form will run the PTA sweet stall. Flyers will go around the local area and an advert will be put on Eagle Radio. Last year, the BBQ offered jacket potato as a veggie option, Claire will chase this up for this year. There was also an Indian food table last year who paid Salesian a flat rate, This year we would like a percentage of their profits like the other food distributors at the event. Claire will ask Hayley to bake 2 Christmas cakes to be raffled again. A letter will go out to year 7 parents asking for donations to make up the hampers for the raffle.

Sue and Betina have offered to run a bottle tombola to raise money for the school council to spend as they see fit, possibly another table tennis table or to go towards a canopy. The PTA will ask the parents of years 8,9,10,11,12,13 to supply a bottle for this stall. Claire will do a letter.

Performing Arts Evening (7th December) – need a full bar manned with 5 helpers. Volunteers from Sonya, Jenny, Niki, Sue and Linda. Cristina will also be in the audience. Need to arrive by 6.45 pm please.

Festival of Readings & Carols (13th December) – need 5 behind the bar – Sue, Betina, Jenny, Cristina and Niki. Claire and Linda will man the raffle stall. Please arrive by 6.45 if helping. Linda and Cristina to liaise about the licence needed before buying raffle tickets from Rushmoor Borough Council. Raffle prizes – 1st - £200, 2nd - £100 & 3rd - £50. + hampers.

6. Financials

Fiona Karimjee has met with Cristina and will meet again 27th Sept, Sonya has the blue forms to claim back the gift aid from the new, year 7 parents' contributions, Currently we have £375 from uniform sold, £1560 from gift aid contributions, and £342 from xmas stalls so far. £101 profit from old lock up sales. Bank balance stands at £17 400 with no major payments, apart from bar purchases, planned currently and expenses owed to Jo Williams,

Linda Johnson, Jenny Byrne, and Cristina Lacatus are signatories, as well as Fiona K (until the end of the year).

If anyone needs to claim expenses, please can they ask Cristina or Jenny for an expense claim form.



7. TEN licences.

TENs licence already received for Race Night. Others will be needed for Christmas Market, Performing Arts evening and the Festival of Readings for this term. Niki kindly volunteered to take this over from the secretary as it is bar related. Niki and Jenny to liaise a time to set up transfer,

8. School Update.

Mr Moore has asked for an additional £100 to be given by the PTA to fund the awards for Prize Evening. Committee agreed to raise PTA contribution from £600 to £700.

9. A.O.B.

- **Glass washing at events** – Robyn has kindly offered to pick up from Waitrose, take home and clean the dirty glasses and return to Waitrose.

10. Next Meeting Date

The date of the next meeting is **Wednesday 7th November at 7.30pm** in the school staff room.

Jenny Byrne
30/09/2018