

**Minutes of Salesian PTA Meeting, Staff Room  
Wednesday 15<sup>th</sup> May 2019**

**Attendees:**

Claire Payne (Chair)	Sonya Lambourne
Jane Desmidt (Salesian)	Feride Claridge
Cristina Lacatus (Treasurer)	Sue Evans (Minutes)

**1. Welcome and Introductions**

Claire welcomed all to the meeting.

**2. Apologies**

Apologies were noted from Linda Johnson, Olaf Goettel, Niki Timpson, Bettina McEvoy, Jenny Byrne.

**3. Approval of minutes of the last meeting, 2<sup>nd</sup> May**

**Action carried forward:** Claire to purchase a wine measure (a condition of the TENS license and one should be present in case of an inspection.)

Re Glasses for school and PTA events, Jayne reported that she has spoken to Hayley and the kitchen who would be happy to provide glasses and wash them up afterwards for no extra cost to the school or the PTA.

Discussion on number/types of glasses available – PTA to purchase more.

**Action:** To agree numbers, storage and processes etc. Sue/Jenny - for next agenda. To ask Robyn how many of each she hires.

Cristina and Linda noted that they have not yet received the invoices for the tabletennis tables.

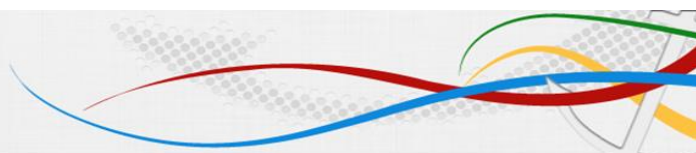
**Action:** Jane to follow up with the new Bursar. Important to ensure that the payment takes place this academic year.

Re publicising the PTA achievements and purchases, Claire has emailed the school senior team to ask for a sheet.

Jane reported that the electric blinds have been ordered.

**To carry forward to next meeting:** To review monies available after the Drama spending and camera and blinds has been paid, and to think about ways to engage other departments, as spend is noted to be 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 being a private school, we may be evaluated differently.

**Action:** Linda to raise with Mr Owens a PTA mufti day each year – possibly for a tombola bottle.

The minutes were accepted for accuracy and content.

#### 4. Feedback from Recent events

Advocates evening – Linda had fed this back at the last meeting. £41.42 donation has been made from that evening.

Cristina noted a Summer music concert profit of £146.10 but it is not clear whether there are any expenses to come from Niki.

Sue reported that access to the hall and PTA kitchen were problematic during the music night – Jane noted that we need to ensure clearer communications to maintenance regarding what needs to be opened.

#### Upcoming Events

##### *Sports Day – Monday 10<sup>th</sup> June*

Niki is working on stock for Sports Day, no china or glass permitted on site.

**Action:** Claire to speak with Linda, Niki and Angela Martin to make a plan.

Niki needs 6 volunteers – Niki, Sonya and Clare are confirmed.

**Action:** Jane to find out whether any Year 12s can help out.

**Action:** Jane to send a Clarion Call for parent helpers on the day, plus to help set up from 3pm.

##### *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.

**Action:** Jane to liaise with Maintenance to transport 3 tables down.

**Action:** Niki to produce a list of what is to be taken down to the pavilion.

**Action:** Jane to rally Scott and other teachers to do this and to confirm logistics for when/where helpers should meet.

**Action:** Cristina will do a float – to liaise with Niki regarding what is needed.

**Action:** Jane to arrange a Clarion call to raise attendance for the event and confirm logistics to families including arrangements for school coaches.

**Action:** Jane to ask about girls/siblings.

#### 5. Sandhurst Ball

Claire reported that ticket sales are slow – just 56 sold so far. Jane is encouraging the staff to purchase theirs but it is just after the Duke of Edinburgh weekend away.

**Action:** Jane – Reminder Clarion Call needed to school families.

Discussion on whether, after the above, to open up to other groups.



**Action:** Jane to explore with school and Board of Governors whether to open sales up to Old Boys and/or prospective parents.

Ball-related actions from last month's minutes:

- Raffle letter has now gone out.
- Claire has a list of Sandhurst-authorized taxis from Abby – this will go in the envelope with the tickets.
- Prize draw - Elaine is working on corporates and has various bits and pieces for the raffle so far. Claire to do more trawling tomorrow.
- Main prize - Claire will purchase another Pennyhill Park weekend voucher if no suitable donations are received.

Claire showed a sample of the decorative folder in which the tickets will be issued, and a mock-up of the tickets. The group agreed that these looked very good.

**6. Update on Sponsored Student in Zambia (Share the Light)**

No one present had any information – carried forward.

**7. Christmas Market Date and Father Christmas/Accounts Audit**

The date has been agreed as **Thursday 21<sup>st</sup> November**. Father Christmas was not present last year and it was agreed not to have him again as there were no comments and no loss in profit.

**8. Email and Feedback about PTA Website Meeting**

Feride met Michael Parsons, VLE and Ipads admin for the school who also looks after the PTA website. Feride has volunteered to take on the website and comms activities for the PTA and will send an email to school to introduce herself, once her Salesian PTA email address is set up.

On the School Life page, the PTA list is out of date, as is the PTA gallery so Feride proposed taking photos at every event and uploading them.

Suggestion: Provide some PTA-themed pictures to add into the scrolling info on the TV screen in Reception. Cristina proposed a PTA leaflet to leave in Reception too. Sonya noted that a PTA section used to be appended to the full school newsletter. Jane suggested adding PTA items onto the Weekly Bulletin which is on the website.

**9. BBQ Loan to Sean Devereux - Date to be confirmed**

Carried forward: **Action:** Linda to discuss with Mark as to exactly what is needed, and share with the group. Cristina noted that there is a big event planned for 23<sup>rd</sup> June so this may be the date, rather than 28<sup>th</sup> as was previously mentioned.



## 10. Financials

£23.51 received from Northbrook stationery arising from a link sent around via Clarion Call around Christmas time, but money only just received.

£2625 received for Summer Ball tickets so far (in cheques) so far.

Music Evening mentioned above.

At end of April balance is £25,993 with invoices for table tennis, blinds and drama equipment to go out, and uniform shop raising over £400 to go in. Funding from school uniform sales should go to the School Council.

## 11. School Update

### Year/School Council and School Requests

Jane had no specific requests this month, measurements have now been obtained for the canopy so that quotes can be sought. The 'Compound' and the 'Cage' will be spruced up by the school and renamed more appropriately.

## 12. AOB

Donut Days – Claire advised that Krispy Kreme do fundraising packs with a defined level of profit. Purchase at £5.50 a dozen, minimum order of 5 dozen – sell at £1 each. PTA to come in and sell at breaktime (10.55am). Need to order 10 days in advance. Agreed to run every half term, and to gauge numbers.

**Action:** Claire to propose some dates – possibly the last day of term.

Future of the PTA – **Action:** Feride to draft something for the PTA website and/or email noting which roles we already have, and where there are gaps.

Revisited suggestion that school would take on chair/coordinator role in the interim. 'Sign Up' app – Feride to look at this and Claire to test at Farnborough Hill and will feed back to us.

For discussion – PTA dates for next academic year and date for autumn disco. **Action:** Claire to speak to Ferida re a PTA calendar for the website.

## 13. Next Meeting Date

The date of the next meeting is Tuesday 4<sup>th</sup> June, 7.30pm in the school staffroom.

Sue Evans

16/05/2019