



**Minutes of Salesian PTA Meeting, Staff Room
Wednesday 24th June 2019**

Attendees:

Linda Johnson (Chair)	Sonya Lambourne
Jane Desmidt (Salesian)	Jenny Byrne
Alex Kent (Salesian)	John Morgan (Bursar)
Feride Claridge	Gerard Owens (Salesian)
Claire Payne	Cristina Lacatus (Treasurer)
Betina McEvoy	Sue Evans (Minutes)

1. Welcome

Linda welcomed all to her final meeting.

2. Apologies

Apologies were noted from Sarah Waldron, Niki Timpson and Robyn Sale.

3. Introductions

John Morgan is the new Bursar, and Alex Kent, the new Assistant Head (Pastoral) and new teacher representative for the PTA. Jane is stepping down from the committee and as teacher representative, returning to a teaching role.

4. Matters Arising and approval of minutes of the last meeting, 15th May.

Claire has purchased a wine measure (a condition of the TENS license and one should be present in case of an inspection.)

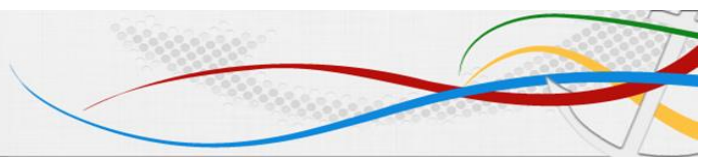
John has now seen the invoices for the tabletennis tables – discussion regarding the VAT. Important to ensure that the payment takes place this academic year.

Action: Mufti day – Mr Owens agreed to consider options for a PTA mufti day possibly to be associated with the Christmas market, for all donations to be brought in.

Donut Days were discussed again. Jane advised proposing some dates to Mr Crean.

Action: Claire to initiate.

Future of the PTA – Feride and Linda have met with Michael Parsons, work is ongoing on the PTA website. Feride asked for a full list of PTA from Jenny, and photos from the Ball.



Action: Linda and Claire will email theirs. Jane will ask Lorraine and Sarah for those that they took – to be sent to Michael Parsons. Jane also to ask Lorraine to try to take photos of the PTA in action at future events, as members are too busy on stalls to take any.

PTA dates for next academic year now agreed with Mr Crean – Linda handed round copies.

Action: Linda to send the electronic version to Feride.

Dates for PTA meetings still need to be set.

Summer Ball date and format yet to be considered. Claire and Sarah Waldron have been thinking about options, including dates.

Action: For consideration over the summer and next term.

Linda will represent the PTA at the AGM as her final duty.

5. Feedback from recent events

- a. Summer Music Concert – went well but stalls were not busy.
- b. 3G Football Fayre – again went well though the brown fridge broke and is not repairable.

Action: John to arrange disposal.

Action: Claire to see if a good second hand one is available. To liaise with maintenance over the dimensions.

- c. Summer Ball was “amazing”. 74 were present. Mr Owens commented on the quality of the food which was noted to be much better than last year. The ‘Share the Light share the bucket’ went down well. Claire raised the topic of former parents who may wish to come to college events but due to GDPR we are not permitted to retain their data. Mr Owens suggested a flier of PTA dates to be handed out at the prize night next year, which would advise them to keep looking at the website.
- d. Sports Day – this was well received though the day was very wet.

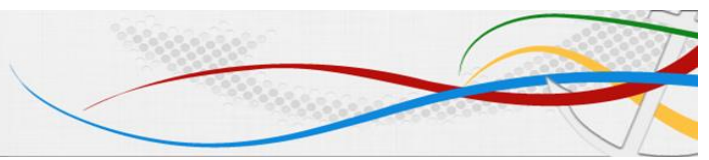
6. Future Committee Positions for Year 2019 - 2020

Leaving – Linda, Jane and Niki are leaving the PTA. Jenny is stepping down as Secretary but remaining on the committee.

Elaine and Olaf are taking over the bar and refreshments management. Others on the committee have agreed to help with the shopping, and maintenance can assist with transferring online shopping deliveries from the office to the PTA kitchen.

Agreed that the PTA kitchen key will remain in the office, with a sign-in/sign out mechanism.

Sue confirmed that she will continue to take minutes, including those from the AGM on 9th September and also agreed to issue the agendas.



Betina agreed to take on the TENS licence.

Feride confirmed that she will take on the IT.

Discussion on creation of a Vice Chair position to share the onus with the chair. Betina confirmed that the constitution states that if there is no Chair the PTA must be disbanded. If there is no Chair by the AGM there needs to be an EGM.

Update: Betina has agreed to take over the Chair, supported by Alex as Vice Chair

Race Night – Linda hasn't had a response from the college about who is leading on the event (we just provide bar and food). Mr Owens noted that it's Ms Day and Ms Townsend (who are going to Zambia) who will lead on this. Alex confirmed that she will coordinate the confirming of who will do what.

Linda confirmed that she has a folder for each event and will meet with Olaf and Elaine, to hand these over.

Sixth form open evening – a bar is used, but takeup is very variable.

Christmas Market – 6 stalls booked already.

Farnborough Hill have asked if Salesian will do a Y7/8 disco in February 2020. PE staff tend to run this (and provide DJ Bunnings).

The college also provide stall of food and drink. Re food, there are a number of Farnborough Hill girls with allergies. There is no involvement for PTA in this event.

In September there will be a Hart Choir event. Mr Crean is trying to organise the date. This alternates between Salesian and Farnborough Hill. PTA bar will be needed.

Someone will be needed to take on the raffles for various events.

Action: Jane to send out a Clarion Call to try and recruit more members.

Discussion on re-energising the PTA using the website, possibly a Facebook group, and two apps proposed by Claire that are in use at Farnborough Hill – 'Class Lists' and 'Sign Up'. For consideration over the summer and in September.

Proposal to trial with new Year 7 families.

Action: Claire to send round a link.

Agreed that any new committee members will be signed up with a Salesian email address.



Action: Feride to investigate problems with the emails

7. Financials

Summer concert: £146.10 takings, expenses still outstanding.

Football Fayre: £581 takings – expenses still outstanding.

Ball: £755 takings – but not all expenses received, and further monies to come in from the college staff.

Sports Day: £743 takings, which is phenomenal, despite the rain. Discussion on why we still use the military stadium rather than college – agreed it is a better venue with better sporting and non-sporting facilities, though this prohibits the sale of jugs of Pimms which were very popular.

Action: Cristina to mail Niki and ask for expenses by a particular date so that the accounts can be closed down for the year. Unfortunately if these are not received by then, they cannot be claimed.

Invoices for tabletennis tables and camera not yet paid, but Cristina and John are in discussion regarding the VAT payment and VAT registration.

Cristina advised that we have not received the invoice for the blinds yet.

Drama Department are in the process of purchasing the various items detailed in the April minutes. The total amount is around £400 more than agreed – the meeting voted and confirmed to finance this.

8. College Update – Year/School Council/College Requests

A request from the Art department for a press and a stand for £1190 plus £290. Not states as to whether this included VAT. Agreed to purchase these as balance currently stands at £29700.

A request from Mr Crean has been received for a lit display cabinet for awards, to be positioned in the lobby area opposite the PTA kitchen. £4028.99 (inc VAT). This would have the PTA name and date on it. The group agreed to fund this.

Action: Jane to confirm to Mr Crean that we are happy with this, with a grey back and the college logo.

Mr Owens advised that the college has been offered £50000 to leave Royal Bank of Scotland so the account will be moving to Santander. This funding will be used to revamp the ‘Cage’ and other areas at the back of the site, and create a more attractive and friendly MUGA (Multi Use Games Area). An additional £5000 is requested by the college and the School Council to replace some equipment such as tennis posts and nets, netball posts and nets. This work will be done over the summer holidays.

Vote – agreed to provide £5000, to be paid during the next academic year.



Action: John to send an itemised proposal.

9. AOB

Claire – Matched Funding

Claire circulated a list of organisations who will match funding for their employees. A Farnborough Hill father has claimed £300 for helping on the Pimms stall for an hour. There is a process for evidencing this.

Mr Owens confirmed that he is happy that the PTA starts to use this route to bulk funds when parents help.

Amazon Smile – Families can raise money for the college when they shop.

The Giving Machine – same principle as above but covering a number of big companies that are not covered by Amazon Smile.

Action: Claire agreed to ‘own’ all of the above, set things up, and work with the college to publicise.

Glasses – **Action: Sonya to ask Robyn how many of each type of glass we should get, then these can be purchased. For discussion at the next meeting. Update: Claire has agreed to liaise with Robyn.**

Linda thanked all present for their support during her time as PTA chair, Mr Owens and Jane thanked Linda on behalf of the whole college, and Claire presented a bouquet of flowers and a timeframe on behalf of the PTA.

The group also thanked Jane Desmidt and presented her with a bouquet.

10. Next Meeting Date

The AGM is on Monday 9th September. PTA to provide a bar.

The date of the next meeting is Tuesday 17th September, 7.30pm in the staffroom.

Action: Alex to ensure that the college and Maintenance are aware.

Sue Evans

24/06/2019