

**Minutes of Salesian PTA Meeting, Staff Room
Tuesday 26th February 2019**

Attendees:

Linda Johnson (Chair)	Jenny Byrne (Secretary)
Jane Desmidt (Salesian)	Sue Evans (Minutes)
Cristina Lacatus (Treasurer)	Betina McEvoy
Niki Timpson	

1. Welcome and Introductions

The Chair welcomed the group to the PTA meeting.

Discussion on a document of PTA roles prepared by Claire Damamme for Farnborough Hill (whose PTA is currently being rebuilt). Options were considered including school acting as the coordinator, and events being managed on a case by case basis with smaller management and operational teams coming together.

2. Apologies

Apologies were received from Sonya Lambourne, Claire Damamme, Sarah Waldron, Robyn Sale and Feride Claridge.

3. Approval of minutes of the last meeting, 16th January

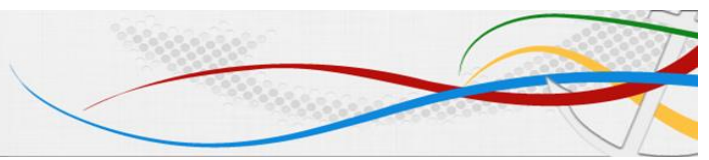
Sue advised that she has not committed to fully taking on the role and title of Secretary, but had agreed to take the minutes at this stage, and possibly look at other aspects of the secretary role in due course.

No action points were noted in the last minutes, and other than the above clarification, they were accepted as a true and accurate reflection of the meeting.

4. Events Update

a. Feedback from Recent Events: Quiz Night – Saturday 9th February

The bar ran out of beer after the first round – Niki apologised for working from the wrong set of figures. Wine did not run out and Linda noted that she did



receive comments regarding the excessive cost of wine - £14, up from £13 last year, and Farnborough Hill charge £10 which apparently led to very high sales there. Later in the meeting Niki noted that more was sold this year than last year (48 bottles) and £10 profit per bottle was made. For further discussion prior the next race night (September). It was also noted that attendance was higher than usual this year at 351, plus 30 helpers. This was over the 300 threshold that has previously been cited as a good and manageable attendance.

Linda and Cristina advised that Elaine has agreed to undertake the bar shopping in future, and Olaf has agreed to manage the bar – they will work together. The suggestion of looking at supermarket deliveries to school were considered though it was acknowledged that this could lead to slightly increased prices - but could be our only option should Elaine not have time to shop around. The costs to individuals shopping for the PTA was also noted – if we are to buy in larger quantities (to ensure we don't run out), the costs to personal credit cards will be high.

Action: Cristina to ask the bank whether we can have a PTA credit card, though Betina recounted a problem in a previous committee where fraud was occurring and could not be proved or reclaimed.

Action: Jane to discuss other options with the new incoming Bursar.

Splitting the bar stocking and management by product type was discussed and agreed to be a good idea – managing alcohol, soft drinks, and sweets separately would make stock and spend more realistic for individuals. Betina noted that she can assist with the shopping though cannot commit to attending all events.

Action: Linda to make contact Olaf and Elaine to discuss.

It was agreed that we should offer prosecco at the next race and quiz nights (where we sell by the bottle). Niki expressed the view that it would be too difficult to sell this by the glass.

Discussion on whether a donation would be made from the PTA bar to the Sean Devereux foundation, as suggested by Mr Crean. It was agreed that this was not appropriate - the hall had already been donated for the event, we do other events for the foundation (and for other charities), and PTA volunteers give up a lot of time and effort and needed to see some benefit for the boys. The foundation taking ticket money and school taking bar profits was felt to be a good compromise.

Action: Linda to convey the decision to Mr Crean.



Upcoming events scheduled:

a) Bar setup for College Productions – 20th – 23rd March 2019

Helpers to arrive at 6.30 on each night:

Wednesday – Jenny, Niki, Sue, Linda, Betina, Cristina.

Thursday – Feride, Niki, Sue, Linda.

Friday – Sonya, Sue, Linda, Cristina.

Saturday – Niki, Betina, Jenny, Cristina.

The bar will be upstairs on the Wednesday, and from Thursday in the Drama Studio where it can be left in place for Friday and Saturday nights.

Action: Jenny to send out a request for further helpers.

Action: Jane to see whether Lower 6th formers would be available to man the sweet stall.

Action: Niki to liaise with Maintenance to move fridges and tables downstairs during the day on Thursday.

Niki confirmed that Robyn will manage the glasses for all 4 performances. Discussion on whether Robyn should be offered dishwasher tablets as she currently washes all the glasses at her own expense.

Action: Niki to offer this to Robyn.

Interval drinks will not be offered on the Wednesday, but will be for the other nights. Tray service for special invitees will be needed.

Action: Jane to find out nights and numbers of VIPS, and mail Linda.

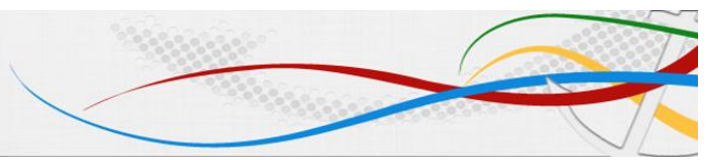
b) TENS licence for College Production

Niki advised that she has already obtained the TENS licenses for all performances.

5. Update on the Ball at Sandhurst - Saturday 8th June

Linda tabled a draft letter requesting donations for the hampers – the wording was tweaked to ensure it clarifies that donations are requested from businesses and from families.

When complete, letter to go out via email or hard copy (school to decide) after Easter with the end of term letter, and a reminder via Clarion Call nearer to the event.



Betina suggested approaching other local businesses for donations/promotions, though it was acknowledged that this relies on a volunteer to produce and distribute letters, follow up, and collect prizes.

Linda advised that tickets will cost £75 (same price as last year) to include a prosecco reception, half bottle of wine per person, meal and coffee, entry into a prize draw (if a suitable item is offered) and entertainment – disco and pianist. All food will be table served this year, rather than the usual buffet format – menu is predetermined (one meat and one vegetarian option).

120 tickets will be sold.

An info pack and ticket request form will be sent out – Linda and Claire will do this.

Ticket sales will be non-refundable due to experiences in previous years.

Raffle tickets will be sold on the night only.

Claire will do the table flowers – she will seek help with this.

6. Financials

Cristina provided the financial report as follows :-

Total quiz night takings (after float) - £1844

Niki is yet to undertake a stock take as to what is left – this will take place on 28th February.

Quiz Night – float used £500, takings £2,344.78 so the sales are £1,844.78 (Bar & Sweets)

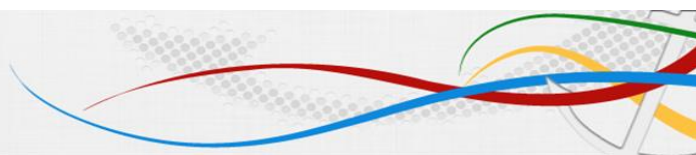
The Bar's expenses are £1,022.61 so we made a **profit** of **£822.17**

Bank - balance up to date (28th Feb.) **£23,171.44**

From the start of term to 31st December, PTA has raised £6426.

The following enquiries are pending and we will chase the bank for answers:

- increasing the limit to our 'current account' from £200 to £900
- applying for Online banking service, for free if possible Cristina to find out the monthly cost for this service
- if there is a 'credit card' we can hand over to the Bar Manager, what is the limit and the costs involved.



7. School Update

a) Year/School Council

Jane tabled a quote for indoor table tennis tables – £1554 for 6 tables (including some 4 free bats and balls). These would replace old and dangerous tables currently in use. Jenny wondered whether we should buy 8 or even 12 to enable whole classes to play.

Action: Jane to ask.

Astroturf in The Cage has also been requested by Year 10s, but this would be around £30k. The basketball court will be moved in the summer as it is currently being affected by tree roots (a TPO is in place).

b) School Requests

An additional outdoor table tennis table would also be very much appreciated – this would be around £2000.

Quote still awaited for the drama studio lighting.

Action: Jane to expedite this.

All-weather canopy for the top table tennis area was again discussed.

Action: Cristina to ask the construction company for whom she is working.

8. A.O.B.

Niki to consider using a wine measure to ensure standard servings.

9. Next Meeting Date

The date of the next meeting is on Tuesday 2nd April 2019 at 7.30pm in the school staffroom.

Sue Evans

26/02/2019