



**Minutes of Salesian PTA Meeting, Staff Room  
Wednesday 7<sup>th</sup> November 2018**

**Attendees:**

Linda Johnson (Chair)	Betina Mcevoy
Jenny Byrne (Secretary)	Claire Payne
Jane Desmidt (Salesian)	Cristina Lacatus
Sue Evans	

**1. Welcome and Introductions**

The Chair welcomed the group to the PTA meeting.

**2. Apologies**

Apologies were received from:

Sarah Waldron, Sonya Lambourne, Elaine Liversage, Niki Timpson, Robyn Sale.

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

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.

**4. Recent events Update**

**Race Night (6<sup>th</sup> October)** – this was very well attended. However, one family of 4 were quite isolated on a table on their own and one 6<sup>th</sup> former helper didn't get his veggie burger meal. To be fed back to Share the Light. They made £300 profit for the PTA from the bar. Share the Light made £456. Mrs Desmidt to find out the exact amount and what they are planning to spend the money on.

**Prospective Sixth Form Open Evening (9<sup>th</sup> October)** – this was a bit of a disaster! As it had been very quiet in 2017, 3 helpers were vastly under used. However, this year it was very popular and the 3 helpers + Simon were run off their feet. Thanks to Niki, Linda, Simon and Robyn who helped out on the night. It was debated as to whether the school could pay for it out of their marketing budget rather than the PTA covering the cost of the tea/coffee and bar. Mrs Desmidt to ask. It was also noted that the volunteers couldn't pack away while the speeches were being made as it's too noisy for the students speaking and for the audience to hear. We need to be very careful packing



away whilst they're talking. Even if the kitchen door is shut we need to keep the noise down.

## 5. Upcoming Events

### **Christmas Market (22<sup>nd</sup> November, 7-9:30pm) –**

As of 7<sup>th</sup> November we have 50 stalls booked including the raffle. There is a good mix of new and old stalls. We have 2 parents running stalls which is new. Parent stalls get a 50% discount this year. There are 2 Young Enterprise stalls. The food stalls will be outside by the new bays. Any electricity needed has been okayed by Cliff. Claire is to check vehicles coming in to see if they can gain access. Clair is going to meet with Hayley. She has made a cake for 22<sup>nd</sup> and the festival of readings. The sweet stall will be run by the 6<sup>th</sup> form volunteers. Mrs Desmidt will organise a rota. Any PTA helpers can get in from 5pm, although Mrs Desmidt is checking to see if PTA can gain access at the end of the school day. It is hoped that all stalls will be set up by 6.30pm ready for a start of 7pm. Jane will also organise 6<sup>th</sup> formers to help set up stalls. Maintenance will also check the BBQs are cleaned and have sufficient gas.

There will be no Santa this year as he is not available. As it was not advertised on the tickets that is fine. If we have no negative feedback, then we can use the area as extra stall space next year. It was agreed by the committee members there, that Claire will buy a nativity scene to go in the area Santa would have been. Maybe think of putting a photo booth there next year.

The raffle tickets are now coming in. If there's any late comer stalls coming in Claire will allocate another couple max. She has received £800 from stalls so far. No insurance as yet.

Raffle prizes – we only have 8 boxes of biscuits, a Christmas cake, 2 bottles and 2 advent calendars so far. We need a clarion call sent out to all parents rather than just the year 7s as poor uptake so far.

The bottle tombola is being run by Sue and Betina. A letter asking for bottles has gone out to year 8 and 9 but they have only had 18 bottles so far so a Clarion Call will be sent out to the whole school. Sue is getting the tickets and Betina has all the display 'stuff'. Sue and Betina will ask for helpers on their yr7 Fb page.



We will need 3 raffle stalls. 1 of stall holder donations, one for the grand prize draw and one for the cake raffle.

We also need disposable gloves for the sweets stall. Robyn to organise the glasses for the Bar. Linda to ask Niki if we are using disposable cups with lids for the hot drinks.

We will need 6 behind the bar. We will be offering mulled wine and hot chocolate. So far we have had offers of help from Niki, Elaine, Olaf and Cristina. So we need 2 more helpers.

We will be giving the stall holders a token for a free drink and mince pie. Claire will also do a map of where all the stalls are.

In future years will discuss whether we should be charging for entry.

The Young Enterprise 6<sup>th</sup> formers are holding 2 stalls. 1 for mocktails, and one for hampers.

Claire will be in over the next few days to look through the lock up for xmas decorations.

**Performing Arts Evening (7<sup>th</sup> December)** – need a full bar manned with 5 helpers. – Sue, Jenny, Niki. Sonya, Linda, Sarah (?) so far. Need to arrive by 6.45 pm please. TENS done and with Niki.

**Festival of Readings & Carols (13<sup>th</sup> December)** – need 5 behind the bar. Please arrive by 6.45 if helping. Linda has the licence needed from Rushmoor Borough Council which is in date until January 2019. She also has the risk assessment. Raffle prizes – 1<sup>st</sup> - £200, 2<sup>nd</sup> - £100 & 3<sup>rd</sup> - £50. + hampers. Bar volunteers are – Sue, Betina, Cristina and Niki so far with Linda and Claire to man raffle stalls. TENS licence done and with Niki.

## 6. Financials

Bank balance stands at £19 945 as of 1<sup>st</sup> October, we have had a lot of income already in from the Christmas market stall hire and the second hand uniform shop.

Cristina will organise floats for the Xmas market.- 20 x £1, 30 x £1 and 5 x £5 for each of the 3 raffle tables.

PTA to give feedback on whether the floats were big enough for next year. Claire will buy money wallets for the money raffle prizes.



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 all events up to January. Niki kindly volunteered to take this over from the secretary as it is bar related and has met with Jenny to see the procedures.

**8. School Update.**

Discussion about putting a weekly e-safety tips for parents on the website? PTA agreed it was a good idea. Maybe a clarion call could be put out to advertise it.

**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 4<sup>th</sup> December at 7.30pm BUT** will be a meal out rather than a full meeting as it was felt we didn't need another meeting before the next two events. Linda has booked the El Picante restaurant on the A30 in Camberley for the 4<sup>th</sup> December. Please can any committee members who can make it let Linda know and pay a £5 deposit, as it is only provisionally booked for 12 at the moment.

Jenny Byrne

07/11/2018