



Minutes of Salesian PTA Meeting, Staff Room 24th April 2018

Attendees:

Linda Johnson (Chair)	Fiona Karimjee (Treasurer)	Abby Dubaree
Jenny Byrne (Secretary)	Jo Williams	Sonya Lambourne
Jane Desmidt (Salesian)	Niki Timpson	Rachel Scarborough
Robyn Sale	Cristina Lacatus	Elaine Liversage

1. Welcome and Introductions

All were welcomed to the meeting.

2. Apologies for absence

Apologies were received from: Sarah Waldron

3. Action arising from last minutes

4. The minutes were unanimously approved. No actions arose from last minutes.

5. Summer Ball update (9th June)

To date we have sold 80 tickets and it has now gone to the staff.

The committee decided to keep it to one night on 9th June.

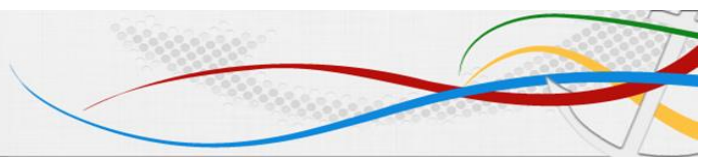
A letter is to be sent out the week of 14th May to the parents of year 8 & 9 boys asking for donations to be returned by half term. From the donations, Linda will make up 8 – 10 hampers. If we have any good donations we also have the option of main prizes or auctioning them.

Abby will pay the disco man and pianist a deposit to secure the 9th June.

The contractors at Sandhurst have offered to donate 10% of the final bill to Share the Light. Fiona asked if they could bill us 90% and donate the 10% themselves. Abby to ask.

6. Other Summer Term Events scheduled

- **Open morning** – Saturday 12th May. It was decided we would not man a PTA stall but possibly put the pop up displays outside the second hand uniform shop. Rachael to email the second hand uniform shop to check if they're running it that day and if so, if they're happy to have the pop ups outside.
- **Summer music concert** - Wednesday 9th May. This is often a very quiet evening. Jo has the tens licence. We have Linda J, Fiona K and Robyn volunteering to help Jo as their children are taking part in the event. Thanks to Sarah W and Catherine F but their previously offered help is not needed as the others will be here anyway.
- **Football Fayre** – Friday 25th May. This is held down at the playing fields. The BBQ has been organised through the kitchen, but school are expecting a bar and sweets stall from the PTA.. The committee decided the PTA will keep half the bar/sweets profit this year and Share the Light will have the other half. Mrs Desmidt to feed this back to Share the Light and check they're OK with that. Volunteers so far – Robyn, Sonya , Linda, Elaine, Cristina, Jenny (from about 4.30pm) & Jo. Tens licence with Jo. Fiona to organise a float for the bar. Helper needed from 2.30pm please. PTA have jousting equipment but no bouncy castle to lend the school although they do not have enough volunteers to man it.



- **Sports Day** – Wednesday 27th June. This will be held at Aldershot Military stadium. Jo will sell sweets and soft drinks only, so no TENS needed. So far we have volunteers of Sarah W, Clare, Robyn, Niki and Jo W. Last year, Angela Martin ran a cake stall and she is able to do this again this year and she will also bring the milk for the hot drinks. Niki will organise the tea, coffee, urn, sugar etc.(tbc), Jo will organise with the maintenance men to transport the heavier items down to the stadium and will copy Niki in on her email to them.
- **Walk with Sean** – Sunday 8th July. Mr Crean emailed to say school will have broken up before this event. Linda liaised with Mark Chatterton telling him the PTA are unable to lend our BBQs our run their BBQs. No tens needed to be supplied by Salesian PTA. Any volunteers to be marshalls will be welcome but the PTA will not be providing any
- **The PTA website.** Rachael has been liaising with Michael Parsons and working hard updating the website. The Summer Ball info has been updated and she has promoted the Walk for Sean event on our web pages. Rachael has also written a short description about each event the PTA run. She is waiting for feedback from Mr Crean as to whether this is OK. Mrs Desmidt to chase up.

7. Financials - Fiona Karimjee (Treasurer)

We have £14 591 in the bank of which £3 450 is ball money. Fiona also has £2 100 cheques to bank. Fiona has bank forms to get Cristina set up with the bank as she is taking over as Treasurer next year.

8. GDPR (General Data Protection Regulation). This is due to come into force on 25th May.

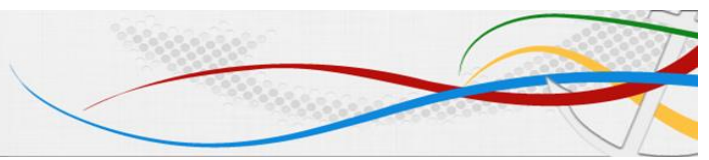
Linda gave out an information pack for the committee to read at their leisure and showed them the template that the PTA will need to fill in itemising all records of data kept by the PTA. A general discussion concluded that we need 1 database that is password protected or on a shared drive provided by the school. The PTA would need to own it and make it so people can't edit it. Someone will have to do an initial clear up and then a regular annual audit to ensure any families who have left school have no details left with us. It was agreed Linda would meet with Rachael to look into GDPR in more detail. Linda is also waiting for Mr Lougee to get back to her about the Charities Commission forms that new committee members fill in as well as the gift aid forms.

9. School Update

School confirm the benches are being used by the pupils. Possibility of photos of them being used can be put on the website?

10. AOB.

- A letter for donations has not been done yet as we are waiting for more information. Robyn has an old letter she will give Linda that may be of some use. The PTA do not have a list of businesses. Linda to talk to Clare re a list of names.
- Costco – renewal is up but we decided not to renew it.
- Jenny (me!) broached the possibility of someone else standing to be PTA Secretary from September 2018 as she has started a more demanding job and would appreciate just being a PTA member rather than the Secretary. Any offers please email Linda or myself.



11. Next Meeting Date

The date of the next meeting is **Wednesday 6th June 2018 at 7.30pm** in the school staff room.

Jenny Byrne, Secretary

29/04/2018