



## Minutes of Salesian PTA Meeting, Staff Room 21<sup>st</sup> February 2018

### Attendees:

Linda Johnson (Chair)	Fiona Karimjee (Treasurer)	Abby Dubaree
Jenny Byrne (Secretary)	Jo Williams	Sonya Lambourne
Jane Desmidt (Salesian)	Cristina Lacatus	Clare Payne
Elaine Liversage		

### 1. Welcome and Introductions

The Chair welcomed the group to the meeting.

### 2. Apologies for absence

Apologies were received from: Catherine Fewings, Jo Quarry, Gwyneth Reeves, Robyn Sale, Sarah Waldron, Rachael Scarborough.

### 3. Action arising from last minutes

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

### 4. Overview of Spring Term Events since last meeting – Quiz Evening.

This was very successful. We had 350 orders for food. The Bar was completely emptied. We made £1003.77 just on bar and sweets. Sean Devereux made £1300 profit too.

#### Point for next year

- PTA to only be responsible for the bar. Sean Devereux to be responsible for everything else. Jo will have a meeting before the end of year to confirm this with Sean D team.
- There also needs to be a cap on numbers as 300 is enough realistically.
- It was unfortunate that the screen in the gym wasn't working, so this needs to be checked before next year as it affects the placing of tables.
- Can we borrow some trays from the kitchens so that each team has a tray for their food.
- The teams do create a lot of rubbish. Can each table take their rubbish to the recycling bins in the lobby and also be asked to stack chairs. Perhaps someone could make an announcement at the start of next year's event.
- For the picture round, can the pictures be put on the screens or multiple paper copies be given out.

### 5. Spring & Summer Term Events scheduled

The new PTA calendar was given out.

- Walk for Sean date was changed from 1<sup>st</sup> July to 8<sup>th</sup> July.
- The ball date was changed to the 9<sup>th</sup> June.
- There will be no Summer fete.
- Sports award are on 4<sup>th</sup> July at 7pm in the school hall. Jane Desmidt to find out if a full bar is needed.
- The summer Music Concert is on 9<sup>th</sup> May and will this year be in the school hall.



## **College Productions – High School Musical. 14/15/16/17 March**

The bar will definitely be downstairs in the drama studio. This will be cleared from 3pm Wednesday to the Saturday.

Robyn has offered to collect glasses from Waitrose and drop back after all events.

Zak Johnson will do the sweets stall each evening.

We will also now be doing an additional evening on Wednesday 14<sup>th</sup> as the college has invited year 6 boys coming in September and year 11 girls joining the sixth form September 18 too.

Biscuits need to be bought for the cast.

While we were talking about communication it was decided to ask Michael Parsons if he knew how to re-route the PTA emails to Linda Johnson as they still seem to be going to Lin Copson. PTA address is: [PTA@Salesiancollege.com](mailto:PTA@Salesiancollege.com)

### **Helpers for each night:**

Wednesday – Jo Quarry, Sarah Waldron, Cristina Lacatus, Robyn Sale, Elaine Liversage, Linda Johnson and Jenny Byrne.

Thursday – Jo Williams, Catherine Fewings, Gillian Bond, Cristina Lacatus, Elaine Liversage and Sonya Lambourne.

Friday – Catherine Fewings, Abby DuBaree, Cristina Lacatus, Jo Williams, Fiona Karimjee.

Saturday – Jenny Byrne + any other offers! Linda, Simon and Christina are in the audience that evening so can potentially help beforehand.

It was decided we needed to send a message to the whole school asking for volunteers to help man the bar on the Friday or Saturday night when we are short on helpers. Jane Desmidt to organise a Clarion Call.

## **Summer Ball update – 9<sup>th</sup> June 2018.**

Clare, Linda and Abby are meeting at Sandhurst this Friday with the contractors, caterers and Mess Manager to decide menu, finalise cost of tickets and decide on decorations.

The pianist and photographer have been booked and we are waiting for a reply from the disco.

Abby to check same taxi companies are allowed on site.

Decision was made to stick with the one night of 9<sup>th</sup> June.

The Commanding Officer is to be invited.

Mr Owens will make a speech after the dinner & raffle draw.

Clare showed the committee a sample letter going out to the parents asking for donations to the raffles. A year of the ball committee's choice will be chosen to donate. It was decided that all raffle profit would go to the PTA not Sean D or Share the light. It was felt that, from the Ball, we should keep the raffle in house.



Clare also showed the committee a very well designed invitation and booking form and it was agreed they should go out. It was decided to write that 'tickets are non-refundable' in bold and that 'payment needed to be made in full with this form'.

We are looking at a maximum of 10 tickets per application. Tickets will also include entry into the prize draw. The PTA will also go round on the night selling raffle tickets.

Elaine & Linda will liaise to do the hampers; Jo Parsons will help Clare to do the table decorations.

It was decided we wouldn't hold an auction this year as it was felt that last year, many people didn't want to bid and it was a waste of time with little profit made.

## **6. Financials - Fiona Karimjee (Treasurer)**

At present £7363 has been raised so far this year. We have £ 10,286 in the bank but are waiting for the cost of the Sandhurst table to be taken out of that.

Quiz night made £1003.91.

Monies paid to Sean Devereux and Share the Light will be paid as a donation

Linda Johnson and Jenny Byrne are now registered signatories.

## **7. School Update**

It was agreed that the PTA would only fund things for the current academic year rather than commit PTA to future spending, as a principle of good practise of PTA committees. PTA to also only fund things that are invoiced and tangible so we can keep tabs on sending easily.

It was agreed that we would happily continue funding the overseas Zambian student scholarship as part of Share the Light (£1050).

New requests – school is short of space and would like to get some new bays for the boys' storage that would be outside but covered from the elements.

## **8. AOB.**

Clare and Linda are going to the locker to see what we have in there for the ball. Sonya to liaise with Linda about putting stuff back in the locker that she is storing in her garage at present.

## **9. Next Meeting Date**

The date of the next meeting is **Thursday 22<sup>nd</sup> March 2018 at 7.30pm** in the school staff room.

Jenny Byrne, Secretary  
24/02/2018