



## Minutes of Salesian PTA Meeting, Staff Room Wednesday 18<sup>th</sup> October 2017

### Attendees:

Linda Johnson (Chair)	Sonya Lambourne	Fiona Karimjee
Jenny Byrne (Secretary)	Abby Dubaree	David Reeves
Jane Desmidt (Salesian)	Cristina Lacatus	Jo Williams
Claire Payne		

### 1. Welcome and Introductions

The Chair welcomed the group to the PTA meeting.

### 2. Apologies

Apologies were received from:

Robyn Sale, Sarah Waldron, Catherine Fewings, Niki Timpson

### 3. Approval of minutes of AGM

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

### 4. Events Update

a) Race Night. The evening was a great success, thank you to all those who helped out. The colour coded meal tickets worked brilliantly and we raised £449.39 net profit in total on the bar and sweet stall plus £280 still to collect from staff horses. Total profit made was £2,236.50. All money goes to Share the Light, City of Joy.

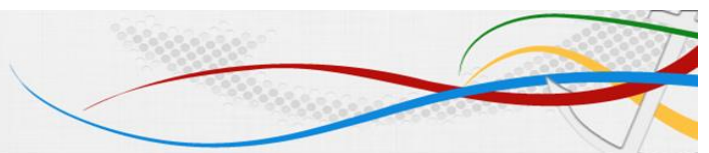
b) Prospective Sixth Form Open Evening. Agreed that 2 helpers is enough next year, and that the PTA would be better placed to be along the side of the gym rather than along the top as some parents didn't realise there was a bar up where we were. Cost to PTA of £31.94.

c) Phyllis Tuckwell Charity Concert. This was very well attended - thank you to all those who helped run the bar. The PTA was caught unaware that the tickets sold for the event by Phyllis Tuckwell included a free drink, so the bar was very busy, especially at the interval. This accounted for over £300 of lost sales and the fact that we ran out of glasses. Usually we give over all the profit to the event anyway, but this year it was decided to swallow the loss of £59.36 incurred for cost of drink and TENS licence, and obviously there won't be any profit to give over. The £59.36 to be shown as a donation from the PTA to the Phyllis Tuckwell Hospice. Next year, Linda to ask Mr Crean for attendance numbers. There could also be an option of pre-ordering drinks for the interval to avoid a rush.

### 5. Next Scheduled Events

**Christmas Market (23<sup>rd</sup> November)** – A sub-committee was formed to organise this at the last meeting of Cristina, Linda and Claire.

Raffle tickets – agreed 1<sup>st</sup> prize of £150, 2<sup>nd</sup> prize of £75, 3<sup>rd</sup> prize of £50 then a 4<sup>th</sup> prize of £25. We will also have Christmas hampers and lots more prizes available to win. The cost of the raffle tickets will be £84.30. This will cover the cost of printing 1600 books which will



enable each student to take home 2 books, raising hopefully £10 per student as each book costs £5. The PTA agreed this cost. The year 7s have had a letter asking for donations for the hampers already. The draw for the tickets will take place at the Festival of Readings.

Advertising – Claire has created a flyer to advertise the fair to parents. Mrs Desmidt will ask the office to send out a Clarion Call before half term asking people to save the date and another after half term. The flyer will also go out via the pupils after half term. Possibility of putting an advert out on Eagle Radio?

Christmas Cakes – the school caterers, organised by Hayley, are making us two Christmas cakes for us to raffle.

Christmas Puddings – Claire has found a company that makes Christmas puddings which we can buy and sell on at a profit at the fair. If we were to order two cases (of 12) 1lb puddings, two cases (of 6) 2lb puddings and one case (of 12) gluten free puddings it would cost the PTA £229. If we sold them at an R.R.P of £468 it would give us a profit of £239. However, Share the light did do something similar last year so Mrs Desmidt will ask Pam Byrne if they intend to do it this year as we don't want to take their trade!

Stalls – there are 46 stalls booked to attend so far and the Young Enterprise also need 2 stalls. The maximum number is 50. The stalls cover a variety of local enterprises such as pocket money toys, jewellery, make-up, cakes, wood carving, embroidered items, bath goods, pick n mix, clothing, picture book frames, crystals etc, There will also be a candy floss and waffle van and the school caterers are doing a BBQ. We will also have a Santa up on the stage,

Helpers – we will need a great deal of helpers especially with the setting up beforehand, Jenny B to send out an email approx. a week before to try to drum up support.

## 6. Financials

Fiona Karimjee(Treasurer)

Bank balance stands at £10,435 with no major payments, apart from bar purchases, planned currently. It was agreed to give Mr Moore £600 towards prize night. The PTA will also need to cover the cost of repair to a table damaged at last year's Spring Ball.

7. **Committee member forms** – carried over to next meeting.

8. **Raffle prizes** - Linda offered to allocate events to year groups to ask to provide raffle prizes.

9. **TEN licences.**

TENs licence needed for Christmas Market, Performing Arts evening and the Festival of Readings for this term. Jenny Byrne to look into if people are restricted to how many they can apply for over a year.

## 10. School Update.

Nothing to report. School council has not met yet this term. They would like to have more benches and maybe a piece of inspirational art to go in the Chapel. So far they have over £1000.



**7. A.O.B.**

- **Glass washing at events** – Robyn Sale offered to help/continue glass washing at future events.
- **Summer Ball** – Abby has an initial meeting at Sandhurst this week and he is hoping to secure 2 dates for the Balls – Saturday 21<sup>st</sup> and Saturday 28<sup>th</sup> April 2018.

**8. Next Meeting Date**

The date of the next meeting is Tuesday 14<sup>th</sup> November at 7.30pm in the school staff room.

Jenny Byrne  
19/10/2017