



Minutes of Salesian PTA Meeting, Staff Room Tuesday 14th November 2017

Attendees:

Linda Johnson (Chair)	Robyn Sale	Fiona Karimjee (Treasurer)
Jenny Byrne (Secretary)	Jo Williams	Olaf Goettel
Jane Desmidt (Salesian)	Cristina Lacatus	

1. Welcome and Introductions

The Chair welcomed the group to the PTA meeting.

2. Apologies

Apologies were received from:

Claire Payne, Sarah Waldron, Catherine Fewings, Sonya Lambourne, Abby Dubaree

3. Approval of minutes of AGM

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

4. Next Scheduled Events

Christmas Market (23rd November)

TENs licence received. JB to email to LJ to display on the night

Advertising - Cristina is looking into putting a free advert in 'Farnborough Connections' so we know deadline for next year. The banner is up out the front of the school and Sonya, Robyn and Anaick have distributed flyers around the neighbourhood – thank you! We also need the flyer to be put on the website and school to organise Twitter and Facebook advert.

Preparation beforehand - We do not have many helpers on the day and would welcome any offers of help! So far, we have offers of help from Jo Williams, Niki Timpson, Abby Dubaree, Cristina Lacatus (+1), Sharon Rowan, Olaf Goettel, Fiona Karimjee, Linda Johnson, Jenny Byrne, Robyn Sale, Bob Pritchard (1st hour) and Catherine Fewings (Later). Mrs Desmidt will therefore organise a clarion call to go out asking for any helpers to the whole school (rather than just JB asking the PTA) giving them Linda's email address as contact if they can help. Mrs Desmidt is also asking the sixth formers if any of them can stay behind after school on the day to help with the setting up of the stalls etc.

Mrs Desmidt has kindly offered to ask the maintenance men to decorate the hall and Christmas Tree and will check decorations available for them. She will ask Michael Parsons how we can have some music playing in the hall during the evening. Robyn has kindly offered to buy some tinsel to decorate around the bar PTA area.

Claire met with the maintenance dept and established that the BBQ and waffle lady will be round the back of the school by the table tennis tables. Mrs Desmidt will ask school if they have any lights to put up around this area to improve visibility.

With regard to the bar, Jo will buy doilies. Robyn has offered to wash the glasses after the event and will liaise with Jo about this. Linda will buy cloakroom tickets for the raffle of the stallholders donations. Linda managed to buy 8 hampers from Aldi at £4.99 each with all



decorations included. Cristina offered to help Linda create the hampers from the donations received.

Claire is putting together a plan of the hall so the maintenance dept will know how many tables and chairs to get out on the day. The Santa's Grotto will be on the stage. Linda to liaise with Paul Adams about being Santa. Mrs Desmidt to ask for any sixth form volunteers to be Santa's helpers and will also ask for any volunteers from school to take pictures throughout the event.

On the day – Fiona will produce floats. Linda J will be in the school hall for 3.15pm so anyone able to help from this time please turn up in the hall so the tables can be set up, labelled and decorated and the stall holders directed and offered tea/coffee. For those helping on the bar, Jo would like them to turn up from 6.15pm please.

Performing Arts Evening (Friday 8th December).

Awaiting TENs licence – has been applied for. We have 6 helpers which should be sufficient. Jo Williams, Jenny Byrne, Niki Timpson, Gwyneth Reeves, Abby Dubaree, & Cristina Lacatus.

Festival of Readings and Carols (Tuesday 12th December)

Jo asked Mrs Desmidt if we could delegate the refreshments for the pupils back to the school to oversee in the drama studio, if PTA supplied drinks and biscuits. With regard to the bar, Jo will check if Dominic would be free to help selling sweets. The raffles will be drawn that night so school will send out a clarion call to parents asking for all the raffle tickets to be returned to school by Thursday 7th December. We need more helpers please for this event!

5. **Financials** - Fiona Karimjee (Treasurer)
Bank balance stands at £9,867 as of October 31st. Pam Byrne has confirmed she has received the cheque for Race Night and thanked the PTA for their help with Race Night.
7. **Committee member forms** – Jenny Byrne to email out to all committee members for them to print out, fill in and bring to the next meeting.
8. **Spring Ball update** – Sandhurst cannot give us the original 2 dates so it was decided, in liaison with school, to go for two different dates – June 9th and Jun 16th 2018. They would therefore become Summer Balls and PTA would not have the Summer Fete on 23rd June. This is because it was not very successful last year and it also clashes with Farnborough Hill's summer party. Mr Crean suggested a bigger PTA presence at the Football Fair in aid of Share the Light to maybe compensate for this.
9. **PTA Update for Autumn Term Newsletter** – Mrs Desmidt will liaise with Lorraine Stewart to look at previous newsletters to see what's required. Mrs Desmidt will kindly write a summary and run it past Linda J before it's published. We discussed the need for a new Treasurer for next academic year and Cristina Lacatus put her name forward to be new Treasurer - it was gratefully and unanimously accepted!
10. **Spring Term Events** – Jo would like the Sean Devereux Children's Fund to run the Quiz evening with the exception of the PTA bar. Jo will liaise with them and report back to the next PTA meeting on 17th January.



11. **School Update** – Request from the School council for more benches was put forward at last meeting. Mr Lougee has costed the benches at £411 + VAT. It was agreed that the money from the uniform shop would go towards the cost of 8 such benches and the PTA would cover any outstanding cost. The piece of inspirational art to go in the Chapel would be created in house with maybe the PTA contributing towards the cost of materials.

6. **A.O.B.** None

7. **Next Meeting Date**

The date of the next meeting is Thursday 18th January at 7.30pm in the school staff room.

Jenny Byrne, Secretary

18/11/2017