



Minutes of Salesian PTA Meeting, Staff Room Thursday 21st September 2017

Attendees:

Linda Johnson (Chair)
Jenny Byrne (Secretary)
Jane Desmidt (Salesian)
Jo Williams

Sonya Lambourne
Abby Dubaree
Cristina Lacatus
Claire Payne

Catherine Fewings
Gwyneth Reeves
Niki Timpson
Sarah Waldron

1. Welcome and Introductions

The Chair welcomed the group to the first PTA meeting of the year.

2. Apologies

Apologies were received from:

Robyn Sale, Caroline Wrake, Fiona Karimjee, Claire Thomas, Olaf Gottel, Neale Matulewicz-Boyle.

3. Approval of minutes of AGM

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

4. Events Update

Linda drew attention to the list of 2017-18 Event Volunteers asking people to sign up for any events and the list of contacts for committee jobs. The Event Volunteers list will also be emailed to the PTA distribution list to try to encourage helpers to support events.

5. Next Scheduled Events

Open Afternoon (27th September & 7th February) - The PTA will no longer be a presence at the 2 open afternoons of the year on 27th Sept and 7th Feb.

Race Night (7th October) – Linda met up with Mrs P Byrne in school. She has changed the form to clarify gluten free food ordering. Following some comments after last year, a discussion followed about how the food that was ordered would be distributed to the correct people who ordered it so that everyone would get their correct order. Possibility of colour coding? Linda is meeting with Mrs Byrne again to discuss the problem and see if school and the sixth formers who man the events can come up with a solution.

Jo Williams to meet with Niki Timpson 4pm Friday 6th October to run through the bar set up.

Prospective Sixth Form Open Evening (9th October) – This will need cover from 6.45 – 9pm if we could have 4 volunteers please.

Phyllis Tuckwell Charity Concert (13th October) – full bar, tea and coffee so 7 volunteers needed. Takes 1½ hours to set up and audience often pre-order drinks for the interval. Niki to liaise with Mr Crean in Jo's absence.

Christmas Market (23rd November) – Linda asked for a sub-committee to be formed to organise this as it is a big event. Stall holders from outside school come in and there is a



full bar. Cristina, Claire P and Linda agreed to set up a sub-committee and meet at one of their houses on a Thursday or Monday night.

Performing Arts Evening (8th December) – need a full bar manned with 5 helpers.

Festival of Readings & Carols (12th December) – need 10 behind the bar as very busy.

The summer Fair was also discussed (23rd June). This is to be more of a fair with the boys involved rather than the food festival last year. Unfortunately, this clashes with Farnborough Hill's summer event so Linda is looking to liaise with Mr Crean and maybe changing the date to the week after.

6. Financials

Fiona Karimjee(Treasurer)

Bank balance stands at £10,434.94 with no major payments, apart from bar purchases, planned currently.

It was agreed by all present that Linda Johnson, and if necessary, Jenny Byrne, as Chair & Secretary respectively, should be added to the bank mandate at Holt's Bank as soon as possible.

If anyone needs to claim expenses, please can they email Fiona at fiona@dellhouse.com for an expense claim form.

7. Raffle Prizes

Linda suggested setting up a sub-committee to organise raffles for all events throughout the year. A discussion followed about how raffles could be managed. At present the year 7 parents are asked to send in donations for hampers that are given out at the Festival of readings. Maybe we should ask parents in years 8,9, 10 and 11 to send in donations at specific points in the year, allocating a year group to a specific event. Claire Payne offered to formulate a letter to go out to parents based on one she already has from F Hill. Mrs Desmidt also offered the sixth formers services as they may be able to create a letter.

8. TEN licences.

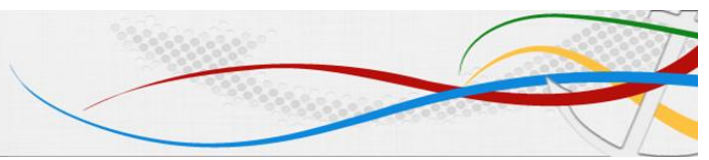
TENs licence already received for Race Night. Others will be needed for Phyllis Tuckwell Concert, Christmas Market, Performing Arts evening and the Festival of Readings for this term.

9. School Update.

Nothing to report. School council has not met yet this year.

10. A.O.B.

- **Class lists** – the possibility of class lists being put into the new year 7 packs was discussed. Mrs Desmidt will check if school has a plan for this. Gwentyth and Cristina and Niki offered to be organisers of a class list for their son's class. Claire P has a sample letter and will send to Mrs Desmidt to cascade to parents with volunteers contact details on.



- **Glass washing at events** – Linda J offered to pick up from Waitrose, take home and clean the dirty glasses from the next 3 events and return them to Waitrose after the final event.

- **Summer Ball** – Abby has an initial meeting at work in October to begin discussing the Summer Balls.

11. Next Meeting Date

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

Jenny Byrne
22/09/2017