



**Minutes of Salesian PTA Meeting, Staff Room
Wednesday 17th September 2019**

Attendees:

Betina McEvoy (Chair)
John Morgan (Bursar)
Sam Cracknell
Claire Payne
Olaf Goettel
Sue Evans (Minutes)

Alex Kent (Salesian)
Nikki Coffey
Mikki Verderame
Jenny Byrne
Cristina Lacatus (Treasurer)

1. Welcome

Betina welcomed the three new members and the group introduced themselves. There are now 17 who have asked to be added to the FB Helping Hands group which is great.

2. Apologies

Apologies were noted from Angela Martin and Gillian David-Bond (prospective new members), Sonya Lambourne, Elaine Liversage, Robyn Sale, Feride Claridge and Sarah Waldron.

3. Approval of Last Minutes (24th June) and Matters Arising

Actions from last minutes 24th June

Wine measure – possibly to purchase another measure and a spirit measure as two bottles of gin had been found Elaine has suggested trialling gin and tonic. Premixed cans of spirits (G&T and Pimms) could be offered in the future if this goes well.

Action: Claire to purchase.

Donut Days – Claire still needs dates from Mr Crean (last days before half terms).

Action: Claire and Alex to speak to Mr Crean.

Fridge – disposal now in hand. Replacement to be financed by the school.

Action: Betina to confirm size etc to John.

Confirmed that Cristina will apply for TENS licences before every event.

Action: Cristina to apply for Race Night's license by tomorrow.

Raffles – Confirmed that Claire and Elaine will take on the Christmas raffle.

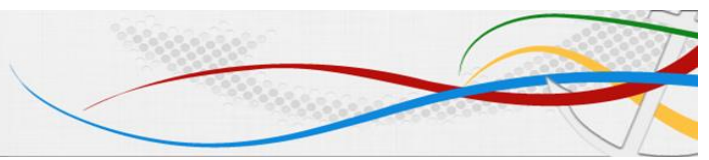
All expenses now resolved with Niki.

Display cabinet not yet ordered but not sure whether funds have left PTA account. John confirmed that the item is likely to be cheaper than first noted.

Action: John to take forward.

Amazon Smile: Claire would like the go-ahead from school before finalising her sign up.

Action: John to take forward with the school and feed back to Claire.



Glasses: Claire has researched – Sainsbury's are cheapest. Agreed to have a single style of wine glass for all colours, and also to have tumblers/half pints, prosecco, and pints.

Action: Betina and Claire to review Robyn's notes about quantities, and order.

Action: Alex to liaise with Hayley to ask Catering about racks for stacking glasses and process for notifying dates, bringing glasses over etc.

Minutes of 24th June were accepted.

Actions from informal meeting 28.9 in Linda's garden (notes will not be published)

Feride still to set up PTA email addresses for all of the committee. Need to confirm who should have these. Also sign-ins for One Drive.

Alex advised that these PTA addresses were in response to GDPR regarding the sharing of personal email addresses. For mails going outside the school a PTA address should be used but internally it is up to individuals whether they prefer to use PTA or personal email. John suggested having one per role eg. Treasurer or Secretary, and other members don't need them unless they want one.

Action: Feride to set one up for Elaine and anyone else who would like one.

TENS licenses – Cristina will do these going forward.

Meetings admin – Sue now doing, and once minutes have been checked by Betina and approved by the meeting, they will be sent to Michael Parsons for posting on the school website.

Only role left is coordination of helpers' rotas for the various events, and possibly deputies where these could be useful.

Cheque signatories – John advised that online banking may have different number of signatories to cheques. Our current bank does not allow online banking and we currently have two accounts, one working one interest-bearing. Situation needs to be rationalised after the Christmas Fair as these details have gone out to everyone already. Plan is to identify new bank and run in parallel for a short period. John advised the use of a switching service. In the interim, Cristina and Jenny to remain as cheque signatories, and Betina to go on as well.

Action: Cristina to take forward.

ParentKind: Annual membership. Claire is a contact. Feride is doing the forms.

Action: Betina to liaise with Linda and take forward.

Roles to be filled: Sweet Stall manager – Sam agreed to take this on.

Agreed to put crisps on the sweet stall too.

Action: Anyone with a view to mail Sam on sam.cracknell@sky.com .

Summer Ball – Claire and Sarah will look at other venues and report back.

Second hand uniform. Alex has met with Y10 and 11 year councils – various ideas have been expressed. Big push is on environmental issues. £606 are in the school council account from uniform sales.

Action: Alex to send Betina some AGM photos to put on the FB group.

Bar handover is ongoing. Some stock was left over but has been used up for the new parents' evening. Starting afresh for Race Night. Niki purchased the remaining sweets from the PTA so this is starting from scratch too.



Recycling – mixed recycling service now procured this year by the school so John advised that we can recycle on site.

Action: John to confirm whether any items need to be separated out. Also to investigate whether bins can be brought round to the PTA kitchen to save carrying.

Action: Betina to purchase a new padlock for the container.

Notes from AGM

Action: Cristina to provide Sue with a copy of her accounts to be added to the AGM notes. Betina then to sign a paper copy.

4. Discussion on GDPR and circulation list for minutes and agendas (Committee only)

See above.

5. Stock update (Betina, Olaf, Elaine)

Betina has records from all recent events identifying what was sold.

Action: To liaise with Olaf and Elaine over what to purchase, and with Sam re sweets.

6. Events

(a) Feedback from recent events

AGM 9th September – lots of new parents have signed up. Next year to sell drinks for longer (after presentations) as many parents need to stay afterwards to speak with teachers.

Sue noted that she has asked Alex to liaise with Maintenance re a quieter solution for the PTA kitchen door. Alex reported that one member of that team is currently unwell so the remaining two are having to cope.

(b) Upcoming events:

a. Race Night – Saturday 5th October

5 – 6 helpers needed at a time but a rota would be good to enable people to spend time with their families. No firm bookings yet but still 3 weeks to go. Members reported that there is discussion and intention noted on both the Y7 WhatsApp group and the Y8 FB messenger group.

Volunteers – Gillian Bond, Olaf, Elaine, Feride, Nikki (at the start), Paula, Cristina.

Action: Betina to put a note on the Helping Hands FB group and establish a rota – 5 at a time for the bar plus two for sweets. More needed at break/food serving time. Starts at 7pm – arrival at 5pm to set up bar. Finishes at 10.30pm.

Alex confirmed that maintenance will set up tables (she will be in all day anyway).

Fridges – to move outside the door, but ideally we will have the new fridge too.

Action: Alex to refresh the message out from school on Clarion Call, Fb and Twitter, mentioning that students/siblings are also invited and that you will not be sitting alone but will be seated with other families.

Action: Alex to liaise with Cristina re floats, plus Cristina also for bar and sweets.

Discussion on numbers.

PTA to liaise with Big Fry once order is confirmed.

PTA to set up tickets with food orders

Action: Betina and Alex to confirm details.



Sue asked whether we can go contactless for future events.

Action: Claire to investigate.

b. Prospective 6th Form Open Evening – Monday 7th October

Similar to the recent event, limited bar/tea and coffee with school paying.

Volunteers – Nikki, Claire, Sue, Olaf, Sam. Set up from 5pm, just helping with serving, 6.30pm arrival.

Betina will open up at 4pm. Hot water to be boiled in kettles for the thermojug rather than using the urn.

Action: John to investigate replacing or fixing the dishwasher before that night.

c. Phyllis Tuckwell Charity Concert – Friday 11th October

School will sort out dressing rooms etc.

First drink is included in the ticket price but this will leave us at a deficit. £12 per ticket, £6 for children “to include refreshments”.

Action: Alex to put Betina and PT contact in touch, to work out a mechanism for ensuring that we claim this back before passing profit on to PT, and what is meant by ‘refreshments’.

Volunteers: Sue, Betina.

Sam cannot attend but will ensure sweets are stocked up and that we have a price list.

d. Christmas Market update (Claire) – 21st November

Claire now has 36 confirmed stalls (50 last year) – some regulars to be chased up.

Action: Claire to liaise with the school Catering team would like to offer first before deciding what extra stalls to invite in.

Discussion on Claire’s vision to provide a mini food festival outside.

Action: John to confirm the financial basis on which we work together.

Action: Claire to book the pizza man (cooks a pizza every 90 seconds).

Bottle and chocolate/sweetie tombolas

For discussion next month – donations or mufti day.

Action: Sue for agenda.

7. Treasurer’s Report (Cristina)

Uniform shop has been profitable – Cristina liaising with the volunteers over upcoming dates.

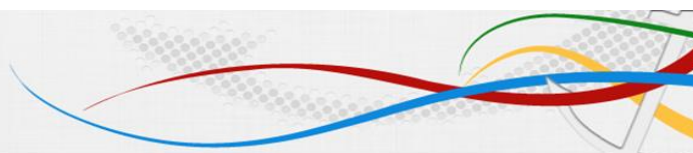
Over £200 already taken in from Christmas Market stallholders.

£20263 is the current balance but there are costs to go through yet.

Cheque from ball has now cleared

Cabinet invoice is the only awaited invoice but we need John to confirm the donation that we are going to make towards the MUGA – this should include provision of a plaque noting the PTA’s contribution.

Cristina asked for any event expenses to be submitted within 10 days of the spend. Original receipt needed plus a claim form are needed – email Cristina and leave at Reception in the PTA tray.



Agreed that future reports from Cristina will report the absolute current balance, and then the figure adjusted for accruals (promised monies) so we can clearly understand at each meeting exactly how much is left available to spend.

Action: Cristina to action from next meeting.

8. School Update (Alex)

a. Year/School Council
Covered above.

b. School Requests

Alex has a list of 5 requests all awaiting costing:

Miss Enright – to improve the chapel, new stations of the cross, new artwork and banners etc. Used as quiet reflective space at break and lunchtime, and used for assemblies.

Action: Alex to liaise with Miss Enright re provision of further costings and more info on how this would benefit the boys and their wellbeing. Possibly to survey the students to see what they would like, possibly for the art department to design something for the students to execute and we would cover costs of materials.

Action: Claire to find a cost/benefit analysis or proforma on ParentKind so that staff can present more information when suggesting ideas.

Miss Enwright also asked about St John Bosco College in Battersea have created 3D inspirational quotes that are displayed around the school, and pay St John Bosco College to use their 3D printer.

Agreed that this would be a good idea.

Action: Alex to obtain quotes and costings.

STEM – £200 has been sourced from the Arkwright trust for marble computers. These are £600 for a pack of 10 so PTA would contribute £400. They would be put out on open days and could be used for problem solving and ice breakers in the 6th form.

Agreed to fund this.

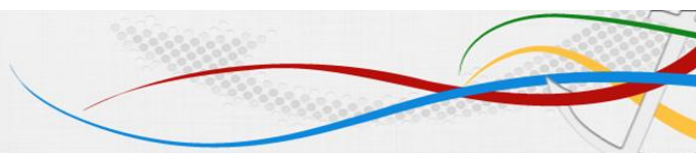
Andy Moore noted that PTA contributes £700 to prize night – discussed an uplift for this year. £750 approved for this year.

Photocopying – Alex noted that photocopying done by Alex for PTA events is coming off her physics budget and she asked whether there should be a PTA account even though the school would pay, so that it doesn't come off the departmental budget.

Agreed that this is correct and John added that they need to set up appropriate admin structures in school. This means that any PTA members needing to photocopy can mail it through to Alex to print out, and she can leave at Reception or bring to meetings.

9. Any Other Business

Claire summarised Class Lists for the new joiners – app to connect class and year groups. It was launched at Farnborough Hill yesterday at midday with excellent take-up. Sign up



is voluntary and minimal information needs to be given. There is a code of conduct for its usage within the school.

School has already confirmed that they are happy to proceed with this, so agreed that Claire would proceed to work with the school to set things up and issue the invitation/link via the school. Claire's friend Jinger will manage.

Sign Up – Claire also introduced this system for volunteering for events, which adds your commitment to your calendar. Both the above are free to use but generate money through advertising.

Action: Claire and Jinger to liase with school to demonstrate to the college leadership team.

Date for diaries: Friday 29th November PTA Social. Apologies noted from Sue.

10. Next Meeting Date

Next meeting Date – Wednesday 23rd October, 7 – 9pm, staff room.

Action: Alex to ensure that the college and Maintenance are aware.

Apologies noted from Jenny Byrne.

Sue Evans

17/09/2019