



**Minutes of Salesian PTA Meeting, Staff Room  
Wednesday 23<sup>rd</sup> October 2019**

**Attendees:**

Betina McEvoy (Chair)  
Nikki Coffey  
Claire Payne  
Sue Evans (Minutes)

Alex Kent (Salesian)  
Mikki Verderame  
Cristina Lacatus (Treasurer)

**1. Welcome**

Betina welcomed those present to the meeting.

**2. Apologies**

Apologies were noted from Sonya Lambourne, Feride Claridge, Gillian David-Bond, Sam Cracknell, Ellie Carruthers, Jenny Byrne, Angela Martin and Elaine Liversage. John Morgan (Bursar) had apologised but it was discussed that he would only come periodically (every 2 – 3 months) and would also cover for Alex if necessary.

**3. Approval of Last Minutes (17th September) and Matters Arising**

Minutes of the meeting of 17<sup>th</sup> September were approved.

Updates on actions:

Sufficient wine measures are now purchased.

Donut Days – Mr Crean has approved for any time during the last week of term, at break time. Agreed to stick with the day before the last day, starting on Thursday 12<sup>th</sup> December, the penultimate day of this term.

**Action: Claire to arrange some posters and publicity.**

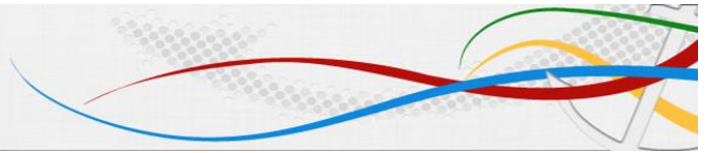
Fridge – New fridge and dishwasher now purchased and installed.

Betina advised that she will apply for TENS licences before every event. Christmas is already paid for. John is still looking into whether the school should get an alcohol licence.

Elaine is still happy to do raffles but Claire would like a volunteer to replace herself. There are 3 PTA raffles a year. Christmas Market, Festival of Readings (y7 boys hampers) and Summer Ball. Ideally there would be a team. There are a number of jobs that need doing including asking for and collecting prizes. Agreed to use external donations only for the Christmas Market raffle, and from the stallholders.

**Action: Betina to put request for assistance with raffles, and donations from employers, on the Helping Hands group.**

Display cabinet now paid for. It should be here before prize night.



**Registered Charity number:**

**1141714**

Amazon Smile: Claire noted that this is now all set up and good to go. She has drafted an intro letter to go out to all families and will send to Alex for distribution. Claire is waiting for PTA to be set up on The Giving Machine – similar scheme but a number of major retailers go via this so Alex to wait till the letter can cover both.

Glasses: Decided not to buy as kitchen unable to store, but they have agreed to wash them. Claire advised the Majestic hire all sorts of glasses out for free, and they deliver – including ice and ice buckets. You have to take them back. Volunteer needed to order and take them back.

**Action: To identify someone or a group who would take this on as a stand-alone job. Betina to put on the Helping Hands group. Key is ordering them on time.**

A number present noted that they are having problems with their PTA email addresses and with accessing the shared drive.

**Action: To clarify with Feride when she is better.**

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

**Action: To confirm that this is covered by Sign Up in future.**

To consider moving to Lloyds or Barclays which appear to be the best for PTAs according to ParentKind. Also to consider parking and accessibility.

**Action: Betina and Cristina to consider further.**

Linda is still happy to sign cheques until the account changes to save changing signatories.

Correction: Feride is doing the forms for Charity Commission and trustees, and Betina is liaising with these organisations. Must be done within 10 months of the end of the financial year.

Audit: This has not yet been done but Cristina to talk to Fiona. Should be done by Feb/March 2020.

**Action: Cristina to talk to Fiona.**

Summer Ball – Claire and Sarah still to consider venues and report back.

AGM photos to be now on the FB group. Alex noted is no longer a group admin so will send future pictures and updates to Betina for posting.

For bar, Elaine is doing alcohol, Betina is doing soft drinks, Sam is doing sweets. Betina has now set up revised stock sheets for this year. Around £270 of stock was left but this was expensed last academic year so is included in this year at zero value.

Recycling: John has confirmed that all items can be recycled together but Betina wants to keep glass separate. Bin can be brought round to the PTA kitchen to save carrying – to add this to the list of requests to Maintenance for each event. Maintenance will be adding new (strong) shelves in the kitchen cupboards – Betina to mark up on Monday.

Betina has purchased a new padlock for the container.



Christmas Market update (Claire) – 21st November

Claire has liaised with the school Catering team and all is ready to go. Hayley is making two cakes to raffle.

**Action: Alex and John still to confirm the financial/contractual basis on which we work with the caterers for this event this year and going forward.**

Bottle and chocolate/sweetie tombolas – letters are done and are ready to go out later this week and early next half term. No mufti day, but donations from Y8, 9, 10 and 11 for bottles and 6<sup>th</sup> form for chocolates. Y7 are asked for hamper donations for the Festival of Readings.

School Requests: Alex reported that there is no feedback on the Chapel artwork or 3D quotes, but the marble computers have been delivered and are in use.

**Action: Betina noted that we need to draft a statement of the type of things that staff and the School Council can request that are likely to be within the PTA ethos.**

**Action: Claire and Jinger still to liase with school to demonstrate Class Lists and Sign Up to the leadership team.**

**4. Stock update (Betina, Olaf, Elaine)**

Covered above.

**5. Events**

a. Feedback from recent events

i. Race Night – Saturday 5th October

Food was noted to be very late – to order earlier next year. Discussion on the ‘spiel’ about jockey colours – agreed to cut this for next year as it takes time in a long night. Otherwise a very good night. £480 raised from school sponsorship and sale of horses, and £1975 was raised for Share the Night (ticket sales minus food costs). PTA keep the bar profit. Sweets were very popular.

Betina noted that Charity Commission rules state that funds raised by a charity cannot be spent supporting other charities. Going forward we can provide floats but none of the PTA money can be given out to the school for giving another charity – it must not enter our account first. This affects race night, quiz night and Phyllis Tuckwell nights. We can provide school with the floats, but they must deal with all expenses (food, ketchup) all separate from PTA. We just do the bar and sweets and keep all profits, and we cannot make donations from the PTA.

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

Straight forward, nothing to note – OJ and Lemonade were sold by the glass. Feedback is that it should be sold in a tumbler next time, not a prosecco glass.

iii. Phyllis Tuckwell Charity Concert – Friday 11th October



Tickets sold by PT stated that price includes a free drink, but they did not reimburse us for this meaning that we gave away over £400 in lost sales. We also lost £70 in drinks for the Hart choir who had brought their own hence did not need to receive a free drink courtesy of the PTA. Claire noted that during the Farnborough Hill years, the school run the bar, not the PTA.

**Action: Betina and Alex to liaise to ensure that school are aware of the above, and of the 'charity to charity' restrictions (noted under Race Night).**

Mikki suggested asking next time that tickets are printed up so that people can fill in what they want at the start, and we prepare them as interval drinks.

Betina noted that if PT want to offer a free drink they should bring their own bottles of red, white and beer, and PTA will help to dispense.

#### **b. Upcoming events:**

##### **i. Christmas Market (Claire) – 21st November**

50 stalls booked including several new ones, most have paid. Pizza man is unable to make the event, but the Indian caterer and Waffle Lady are confirmed. Volunteers needed for bar, chocolate and bottle tombola, sweet stall, raffle, cake raffle, and prize draw ticket sales. Extra space needed for the chocolate tombola which is new - both to go in the gym area which should increase footfall in that area, and raffle prizes possibly to go up on the stage. It was noted that we ran out of mulled wine last time.

Volunteers: Sam, Nikki, Cristina, Betina, Sue, Mikki and Gillian.

**Action: Claire to set up Sign Up for use for the market.**

##### **ii. Performing Arts Evening – Friday 6th December**

Standard bar evening – many sixth formers wanting to buy alcohol, need to request ID. Sweet stall too. £430 profit last year.

Sam had noted with her apologies that she volunteered to help.

##### **iii. Festival of Readings and Carols – Thursday 12th December**

New head of music has proposed to run without an interval as it is a very long night for the Y7s, but to have a 45 minute mulled wine and mince pie reception beforehand to capture the parents dropping off Y7s. Discussion on how to manage mulled wine without opening too many bottles that may not be sold. The idea of not having an interval was not popular, but it was noted that it is too long an event.

**Action: Alex to feedback and discuss with new head of music, and to discuss the food provided to the choir which was a sugary cookie last year – hot dog or pizza were proposed instead.**

Last year, £1828 profit including prize draw – these need to be separated out this time.

**Action: Cristina to note for financial processes around this event.**

#### **6. Treasurer's Report (Cristina)**

Stock take not yet done for Race Night - figures to follow.

Current balance is £15297 though cabinet cheque and the £750 for prize night have not yet cleared from the account. NatWest are no longer giving printed balance statements in the bank and Cristina advised that we are hoping for online banking when we change banks. Share the Light check for £1525.75 still to be written, and Betina has stock expenses.



Phyllis Tuckwell figures still being confirmed but will be a loss.

## 7. School Update (Alex)

### a. Year/School Council

Lots done on the environmental focus for this year. Gym nets requested for indoor cricket during winter. The boys are currently researching interest and whether PE staff would be available/willing to run winter nets.

### b. School Requests

3D printed quotes still being researched. Don Bosco centre has requested £200 to purchase new or replace worn educational board games. The centre is used as a social area for boys who want a quieter place to go at lunchtime. Agreed unanimously to approve this, and requested that if cost effective, they are purchased via Amazon Smile.

## 8. Any other business

### Contactless card payment system

Claire's research on Sum Up had been circulated with the agenda. She gave a brief demo of the 'shelves' that you can set up – app is installed on PTA personal phones so that you can pair with the payment facility, no money actually passes to the phone, it is just a way to accessing the card reader, to which the payer offers or inserts their card. Payments up to £30 for contactless or insert card into the reader for amounts greater than this. One person is the account holder, other PTA are 'employees'. Farnborough Hill have set a £5 minimum as paying 1.68% for every transaction, but for larger sales you could potentially sell more if people run out of cash.

Card readers are currently £19 till the end of the month, so the meeting agreed to purchase two and ideally set them up with the new account details when they are known, but definitely have one working for the bar at the Christmas Market.

**Action: Claire to purchase two and begin setting them up.**

### Legislative Issues re Charities Commission (Betina)

It was suggested that we should look into updating the constitution as ParentKind worked with the Charities Commission to update the current constitution two years ago due to law changes. Agreed to follow Farnborough Hill's lead as theirs was redone recently, though was rejected by the Charities Commission. We will try to find out why it was rejected before we take this any further.

All documentation has to have the charity number on it including letters, bar price list etc.

## 9. Next Meeting Date

Next meeting Date – Wednesday 13<sup>th</sup> November, 7 – 9pm, staff room.

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

Sue Evans

6/11/2019