



**Minutes of Salesian PTA Meeting, Recital Hall  
Tuesday 15<sup>th</sup> September 2020**

**Attendees:**

Betina McEvoy (Chair)  
Feride Claridge  
Nikki Coffey  
Claire Payne  
Mikki Verderame (via Zoom)  
Jody Stockford  
Alex Kent

Sam Cracknell (Minutes)  
Sonya Lambourne  
Sue Evans  
Robert Pawinski  
Rebecca Reddy  
Paula Stewart

**1. Welcome**

Betina welcomed those present to the meeting. Concerns were raised about meeting in person, however socially distanced seating was in place, hand sanitizer was used regularly, as well as wiping down of chairs and tables used before and after the meeting.

**2. Apologies**

Apologies were noted from Angela Martin, Cristina Lacatus, Jinger Stevens, Sarah Waldron and Jenny Byrne.

**3. Approval of Last Minutes (26<sup>th</sup> February 2020) and Matters Arising**

Read and approved.

Approval of AGM Minutes (7<sup>th</sup> September 2020) and Matters Arising

**ACTION – SAM to add JS & AK to minutes** – approved other than that.

The minutes were accepted for accuracy and content.

**4. Stock update (Betina, Sam)**

**BAR** - Betina talked through the bar stock, a large restock was done in anticipation of the college production that was subsequently cancelled. Lots of this was sold through Miriam in the office. Some out of the out of date stock was donated to the maintenance team. Betina (& Miriam) will try and sell the remainder of the stock given there are no events planned in the near future. Betina reported that £460.68 from stock sale was banked at the end of the summer holidays. Stock carried over to this year totals £633.45

**SWEETS** - Sam informed the meeting that between since the school disco in March (the last event of the last school year) a significant amount of stock either went out of date (due to lack of events to sell at) or went missing from the shared PTA kitchen. This was discovered in two separate visits to the school for stock check purposes, one less than a week after the disco and the other during the summer holidays. The cost of this stock totals £83.71 and would have resulted in a profit in excess of £200.

General discussions about how to prevent stock going missing in the future, with particular concerns around the fact that alcohol is also stored in the kitchen. Alex Kent reported that the school is prioritising looking into changing locks (this is with John Morgan) this may involve “re-suiting” the building and creating a higher tier of keys for security.



5. Confirmation of new committee members & job roles still available

The following people were voted onto the committee at the AGM;

Betina McEvoy - Chair

Paula Stewart – Treasurer

Sue Evans – Deputy Treasurer

Alex Kent – School Liaison Officer

Sam Cracknell - Secretary

Cristina Lacatus stepped down as Treasurer due to increased personal commitments, the meeting was happy to learn that Cristina will still be a valued part of the committee and will continue to help at events and will also take on the updating of the PTA notice board.

The 2 parents that have brilliantly run the school uniform shop for many years stepped down over the summer holidays. Miriam (who sold lots of uniform over the holidays) spoke with Alicia Gonzalez-Hall who has agreed to take over. Rebecca Reddy offered to assist in the running of the shop during the meeting.

**ACTION – BETINA to organise a meeting with Alicia & Rebecca to go through what's involved and how to use the Sum Up machine for card payments.**

Betina suggested to take over Sign Up from Jinger.

**ACTION – BETINA – to discuss with Jinger.**

Jinger & Claire will continue to run Classlist.

Nikki agreed to officially take over the popular and successful donut sales (when reinstated).

Feride will continue to run IT.

Discussion regarding how reliable the PTA email addresses are as they don't seem to work for everyone. If people are happy to use their personal emails then that's fine, however some will need to continue with a PTA address when representing the school and asking for donations such as Claire Payne & Sarah Waldron (and anyone asking for donations on behalf of the PTA). The Treasurer should also have one, Betina suggested that email addresses are generic rather than personalised, e.g. Chair@PTA. We could also have a fundraising account.

**ACTION - PTA elected officers to discuss who has an email address.**

**ACTION - BETINA will talk to Simon regarding the current email addresses as he is paying for this service at the moment.**

**ACTION – ALEX to get a list of key people and ask the school IT department for school email addresses.**

**ACTION – BETINA to add new PTA members to the WhatsApp group – Robert/Rebecca/Jody/Sonya/Mikki.**

We need someone to volunteer for glass collection/return (to a local Waitrose) for our larger events as Robyn Sale has stepped down from this role. In order to reduce the frequency of this the PTA will buy a small number of glasses for our smaller events.



Betina expressed that she needs more help with the Bar, namely when there is lots of restocking to do and for those events that she is unable to attend.

Robert Pawinski volunteered to assist with both the Bar and glass collection/return during the meeting.

Betina raised the point that a larger team for requesting and collecting raffle prizes is needed as it is too much for one person. Could just be a general contribution from people as and when needed but with an official letter to send out as a donation request. This would also need a spreadsheet to track who has been allocated which business so that requests are not duplicated. Betina to set up a WhatsApp group and to check with Sarah Waldron to make sure this is ok and that she is happy to still be involved.

Claire stated that she and Sarah are happy to carry on with Christmas Market and Summer Ball.

Claire reiterated that she is going to start slowly stepping back from organising as many events as she does (this sadly may be her last year on the PTA). It was agreed it would be a good idea to identify people to shadow her.

## 6. Events

- a. Feedback from recent events
  - i. School Disco – Friday 6<sup>th</sup> March

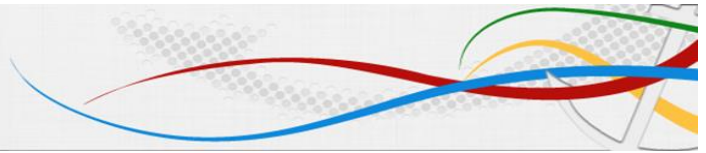
All reports from the disco were 100% positive, it was easy to set up, easy to run, everyone had an amazing time. The 6<sup>th</sup> Form helpers were invaluable and helped make it a huge success. Easy, successful event. FH to host next time, but SC happy to host again if that is preferable.

### **ACTION - CLAIRE to report back on this.**

Feedback from recent (pre COVID) Krispy Kreme donut sale was as ever entirely positive. Absolutely not COVID friendly so these will be reinstated when possible with Nikki taking charge.

Balloon Race – this event was easy to set up, and very successful. Claire set a target of 100 balloons which we smashed selling a total of 408 balloons!! Details of the profit made will appear in the next minutes once the Salesian winners' prizes and the organising company's fee are deducted. Decided to run twice a year but check timings so as not to clash with other requests for donations.

- b. Upcoming events:
  - i. Performing Arts Evening – Friday 4<sup>th</sup> December - TBD – prob. cancelled
  - ii. Festival of Readings & Carols – TBD – prob. cancelled
  - iii. Share International (Share the Light) – Eurovision Big Night In – This is not a PTA run event, but we will support the event by advertising the event and selling tickets through Classlist. Betina is meeting with Richard Maher and the 6<sup>th</sup> Form to support them.



Registered Charity number:

1141714

7. Treasurer's Report (Cristina)

Cristina emailed her information;

Bank balance at the end of financial year (31/07/20) = **£18,459.30.**

Since then we have banked the following income;

Amazon Smile = £31.29

Uniform Shop = £784

Year 7 Donations = £120

College Invoice 001 = £101.01

College Invoice 002 = 58.31

8. School Update (Alex)

(a) Year/School Council  
NONE?

(b) School Requests

Classics Dept. Mr Boyle - Replica Artifacts from the GCSE syllabus to facilitate students' comprehension, rather than using photographs (breakdown of each artifact available) Total £393+P&P = APPROVED

Sixth Form - Coffee Machine – the Sixth form centre is a standalone place, separate from the rest of the school and should have privileges to be treated like adults. More autonomy. This has come from the students – 8/12 forms requested this. Cost TBC = APPROVED – on the understanding that more information is required regarding overall cost and environmental factors/recycling

**ACTION – REBECCA to research vending machine options (eg COSTA).  
And liaise with Alex.**

General – request for extra picnic tables outside the compound so that students can do homework etc more easily (due to library restrictions). Suggested 2 for each year group as a starting point. Cost TBC = APPROVED

**ACTION – ALEX to investigate further in terms of cost etc.**

**ACTION – CLAIRE – to handover existing research to Alex.**

Physics Dept. – No CERN visit this year so Physics Dept. would like to book a cloud chamber workshop for Year 13. Cost TBC = NOT APPROVED (very small group benefit but see below re year group donation)

Prize Night, Mr Moore – request for contribution towards prizes and hosting costs of the event. Cost £750. TBC;



**Registered Charity number:**

**1141714**

Detailed discussion of this donation from the PTA, it is generally felt that this amount is too large given how few students benefit from it. PTA is very happy to contribute to prizes for the students but a more detailed breakdown of what this donation is spent on is needed in order to decide on the right amount. Given this event is happening virtually this year the amount of the contribution that goes towards hosting the event should be taken off. Also, discussion of changing the prizes to Amazon vouchers as they offer more choice and flexibility.

**ACTION – ALEX to ask for a breakdown of prizes and confirm when the donation decision needs to be made.**

**ACTION – COMMITTEE to vote on amount of prize night donation.** (Constitutionally it is the elected officers only who vote; however, it is good practice to get feedback from the entire committee whenever possible. So, we will continue to vote on donations at meetings, but there may be times when the elected officers need to make a quick decision – e.g. new the Christmas tree – in which case only the elected officers will vote.)

Science Dept. – request for a forensic day workshop for year 8 students only. CIS training day for year 8 students (who missed out on the Winchester Science Trip last year and will miss out on Kew Gardens this year). Students have already paid for WSC – so half of the cost will be met already by them and the Science department. Hands on (COVID secure) practical's including finger printing and a court room drama. Whole day activity – max 30. Proposal includes running the event over 4 days at £450 per day. Cost = £900 (matched funding) = NOT APPROVED - but still being discussed, see below.

It was felt that this was far too much to spend on one year group, every year group has missed out on trips etc due to COVID. It was suggested and agreed that given how large the PTA fund is at the moment it would be a good idea to offer each head of year £1000 to spend on something educational and fun for their whole year group (so year 8 could potentially still have their forensics day for example).

**ACTION – BETINA to draft a message from the PTA offering this donation and setting out the parameters on which it will be approved, detailed requests must be given before approval.**

**ACTION – ALEX to circulate the above message from the PTA and present response for approval.**

PTA asked Alex if a donation could be made towards remote learning costs. Alex informed us that all of these costs are covered by the school.

Student request via Claire Payne – could the PTA fund more recycling bins for the college to improve the rate of recycling. Claire offered some information from initial investigations, e.g. 1 bin plus signage = £141+VAT. Alex pointed



out that there are a large number of recycling bins at the college but that this can be looked into further.

**ACTION – CLAIRE & ALEX to discuss further and report back.**

**9. Future fundraising brainstorm – virtual events/Christmas prize draw ideas etc**

Claire suggested that we sell college Christmas puddings, there is a company that make them to a very high quality and have a super reputation. Minimum order value is £200 with equates to 48 individual puddings. It was noted that they did not offer either a gluten free or vegetarian option, but it was agreed to go ahead with this anyway.

**ACTION – CLAIRE to go ahead and start organising this.**

Christmas Grand Draw, prizes to be hampers containing items that do not need refrigerating donated by all year groups (historically just year 7). Hampers will be made in advance to allow for COVID quarantining before they are handed out. This will also include raffle prizes, and chocolate and bottle donations.

**ACTION – CLAIRE to organise sending out letter to parents.**

Christmas Cakes raffle. We are asking Hayley if she is able to make one Christmas cake and we will Tickets sold on class list.

Jody suggested a 10 days of Christmas raffle prize event where we sell a limited number of tickets every day for 10 days with a different, exciting prize each day. Great idea, would probably need a separate raffle group to coordinate etc.

**ACTION – BETINA to organise raffle groups and look into how this would work in more detail.**

Robert suggested a virtual wine tasting event.

**ACTION – ROBERT to investigate and report back.**

**10. Any other business**

Updates from Jinger on Classlist & School face masks emailed to Sam prior to the meeting. These were not discussed during AOB as they should have been because we ran out of time and the Maintenance Team needed to lock up. Detailed below;

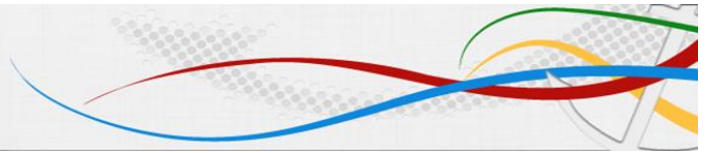
I have a sample of the masks in Royal Blue and am awaiting the sample with the printed logo. It should have been here today, so hopefully it will be in tomorrow. When I get it I will send it in with Luke to drop off at the school office for Miss Kent to evaluate.

Classlist - I have added in the new structures for the 6th form classes and moved the students into their respective classes. There are 5 parents awaiting approval of which I will have a telephone meeting with Kevin Osbourne to approve or not approve. There are new students in 6th form that we will need to send out the Classlist letter to, asking if they would like a Classlist pre-approved invitation.

Jody & Jinger both offered to host the next meeting using their corporate Zoom accounts.

**Next Meeting Date**

Tuesday 6<sup>th</sup> October 7:30pm (Zoom)



**Items for Future Agendas:**

Christmas Planning  
Prize Night  
Future fundraising ideas.

Sam Cracknell

15/09/2020