



**Minutes of Salesian PTA Meeting, Zoom
Tuesday 6th October 2020**

Attendees:

Betina McEvoy (Chair)
Feride Claridge
Nikki Coffey
Claire Payne
Mikki Verderame
Jody Stockford
Cristina Lacatus
Jinger Stevens
Alex Kent

Sam Cracknell (Minutes)
Sonya Lambourne
Sue Evans
Robert Pawinski
Rebecca Reddy
Angela Martin
Resina Bedi
Giulia Cambiano

1. Welcome

Betina welcomed those present to the meeting. Special welcome to new attendees **Resina and Giulia**. With thanks to Jody Stockford for hosting the Zoom meeting.

2. Apologies

Apologies were noted from Sarah Waldron and Paula Stewart.

3. Approval of Last Minutes (15th September 2020) and Matters Arising

Feedback on actions from previous minutes;

ACTION – SAM to add JS & AK to minutes - Done.

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.

Alicia up to speed with this, Rebecca and Betina still to go through this.

ACTION – BETINA to discuss taking over sign up with Jinger – Done.

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

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

Simon happy to pay for the next quarter to give us time to set up school addresses. We need to work out how to store all the things on the shared drive like the finance spreadsheets etc. **NEW ACTION for Betina.**

ACTION – ALEX to get a list of key people and ask the school IT department for school email addresses. – Done. We discussed not having people's names on the emails but make one for each role (Chair, Secretary, Treasurer, Deputy Treasurer and Fundraising) so they can just be handed over to people taking over the job role in the future.

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

ACTION - CLAIRE to report back on discussion with FH re SC hosting more disco's - ONGOING ACTION.



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

Research so far - Lavazza and Vending Sense, two companies that offer the option and pay as you go vending machines. Both offered a free standing KLIX machine, maintenance, product sales, eco-friendly cups, various options of coffee plus tea, 3/5 year contracts, weekly rental cost.

Only Lavazza offered a free trial for 8 weeks.

Working on a 40 weeks in the year rather than 52 weeks due to school holidays, the costs are as follows

Sale/ Vend Price 50p
Avg cup cost 23p
Avg profit 27p

Cost With contactless (2p per transaction)
Sale/ Vend Price 50p
Avg cup cost 25p
Avg profit 25p

$125 \text{ students} / 2 = 63 \text{ students}$ (assuming that half the kids buy drinks from the machine)

Each student drinks 1 drinks x 5 days a week = 312 drinks per week

Rental per week working over 40 weeks, £25.42a week. (£19.55 (excl VAT) per week – 52 weeks)

However if we want to include the contactless option, there is an additional charge of
£10 per month plus 3.95% per transaction.
= 2p per cup plus monthly charge

In order to break even we need to sell 94 cups a week ($£25.42 / 27\text{p}$ avg cup cost = 94 or 111 cups including contactless option)

We will need to vend 111 drinks a week to cover your cost and then make a profit.

Other info:

We have a 3-4 week lead time for delivery of the machine. So hoping to get it installed by half term.

You can have no milk option tea and coffee.

8 drink options or 16 drink options per machine. Can always double up on popular drinks and reduce frequency of refilling.

We can always change options and go with popular drinks later on.

Plumbing information and site survey sent to Alex to complete. Requires a contact at school for the installation.



ACTION – ALEX to investigate picnic tables in terms of cost etc – Done.

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

4 picnic tables ordered – 1 for the sports field and 3 for the school – cost per table is £540 inc VAT, we have received a £50 discount on each table as the company cannot offer installation due to COVID, only delivery. Maintenance happy to take this on, Alex to liaise with maintenance and be present for the delivery.

ACTION – ALEX to ask for a breakdown of prizes and confirm when the donation decision needs to be made – DONE – The email from Mr Moore with the breakdown was sent out to all committee members.

ACTION – COMMITTEE to vote on amount of Prize Night donation – Done.

Mr Moore requested a £750 contribution to Prize Night which covers prizes sponsored by the PTA plus some of the costs of running the event. A debate was had regarding the amount of the donation to be made (not whether or not we should be donating) going forward, but most immediately for this year as there will be no physical event and so no need to cover running costs. The voting options were;

1 – Donate £585 – which covers the cost of the 50 allocated prizes.

2 – Donate less.

3 – Donate more.

The vote was held on the PTA committee members WhatsApp group with more members voting for option 1 - £585. Mr Moore has been notified of this year's donation and a cheque has been sent to school already. We will discuss this again in the Summer Term. Betina met with Mr Moore and offered the support of the PTA in finding ways to get more sponsors to sign up.

ACTION – BETINA to draft a message to staff from the PTA with information on how to apply for a donation and setting out the parameters on which it will be approved, what we have to consider etc – ONGOING ACTION.

Draft sent to elected officers and will be sent out to everyone when it's finished.

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

ACTION – CLAIRE & ALEX to discuss requirements and details re additional recycling bins at the college further and report back – ONGOING ACTION.

ACTION – CLAIRE to go ahead and start organising College branded Christmas Puddings – Done. (See item 6b - upcoming events, for details on this).

ACTION – BETINA to organise raffle groups and look into how this would work in more detail – Done. (Betina noted that more helpers would be beneficial)



ACTION – ROBERT to investigate details of a virtual wine tasting and report back – ONGOING ACTION. (See item 9ii - Future Fundraising Ideas, for details on this).

Read and approved.

The minutes were accepted for accuracy and content.

4. Stock update (Betina)

Betina reported that she has been selling some of the Bar stock via Miriam in the office. Some will also be sold at cost to the Share International event (see item 6bi for further details).

5. Face Mask Update

Jinger's Update - Original cost for Quantity 100 £4.43 per mask

Requote after logo design confirmation (after ordering a sample and getting confirmation from Alex and the SLT as to how they wanted it to look, size, etc) for 400 masks £2.44 per mask

Classlist + Stripe fees are between 34p-92p per transaction.

Total orders of 369 masks in Classlist - Revenue of £2,214

Costs

Mask invoice for Quantity 400 - £976

Sample mask order invoice - £8.84

Stripe and Classlist fees - £91.94

Delivery bags - £13.57

Labels/Printing of labels - Jinger is donating a pack that she has at home and will print from her printer

£1 refunds to the parents who have not confirmed the PTA can keep the refund = will confirm on 12/10/2020

After the logo confirmation, and the larger order, it was felt the sale price was too high and Jinger contacted Claire, Betina and Alex by email over the weekend to see what they thought about offering a £1 per mask refund. Originally it looked like we were only going to make £1 per mask, and with the new pricing the profit margin increased to 50%. If this were any other fundraiser other than pandemic masks, we would have just left it, but we didn't want parents to think we were profiting from the pandemic. There was no additional fee from Classlist to refund, just no refund on the original sales fee. Shortly after the email went out stating the refund, a parent posted on the original post in Classlist to say that they were happy for the PTA to keep the additional £1 mask, and it started a flood of parents confirming the same.

We will quarantine the masks for 48 hours before sorting them into bags. We will wear masks and sanitize our hands before sorting them. We will send a message out to parents who ordered them to let them know when to expect them, and will ask them to label the masks before allowing their child to wear them to school. They will be delivered to the school office to hand out in form time.



Registered Charity number:

1141714

We will put an additional label on the mask bag stating that the children should wait until their parents have a chance to label the masks before they wear them just to make sure the message reaches both the parents and the children.

We ordered some extra masks and Betina has asked Miriam to sell them from the school office for £5 each. we already have 2 people who would like to buy 3 of them. We will create a spreadsheet and send to Miriam. We decided that when they arrive we will let them know that Miriam has reserved theirs in the office (we will put them in a bag and label them when we do the others) and that they can send their child in to pay her and collect them.

6. Events

a. Feedback from recent events

i. Balloon Race

We sold 408 balloons in a week of advertising the event, all on Classlist which was a phenomenal response. We spent £85 on the prizes and the profit is confirmed as £897.53. A very easy and successful fundraiser.

ii. Second Hand Uniform Sale

Betina reported that there have been 2 successful sales so far – a Saturday sale raising £60 and a Thursday sale raising £185. Sum up worked well for payment on the Saturday so that is definitely the way forward. It is felt that it is best not to sell through Classlist as people prefer to see and handle the items in person but this can be reviewed later depending on the situation (Covid). We should definitely promote future sales more heavily on Classlist as so many parents have signed up. We will include a price list too. Miriam is happy to also sell items through the office which is incredibly helpful. A stock take is needed (Alicia and Rebecca to organise). Although the profit from these sales is held by the PTA it traditionally belongs to the school council (see item 8a for more info on this). We have just received a letter from Santander addressed to Salesian Uniform Shop. Betina to investigate as we didn't know anything about this account.

ACTION – ALICIA & REBECCA to do stock take and provide a price list and other information to send out with the reminder.

ACTION – BETINA to find out more about the account (email Mr Morgan to see if it is a school account).

b. Upcoming events:

i. Share International (Share the Light) – Eurovision Big Night

Betina reported that the new date for this event is Friday 6th November. It will be a 2hr virtual event run by the 6th Formers who will form small groups to support different countries. They have asked for PTA support in terms of soft drinks so that they can run a bar at the event. The PTA will sell the stock to them at cost (which helps with moving stock before it goes out of date in the current



Registered Charity number:

1141714

climate) and Share International will keep the profit. The 6th Formers and Mr Maher will organise and run all of this but Betina is meeting with them regularly to offer support. As we are now providing the bar Betina will contact the council re the gambling license to see if the event could be covered by our licence.

ACTION – BETINA to arrange the stock and contact the council re gambling license.

ii. Christmas Puddings

Claire's update - We have designed the label using the school logo. Have ordered the minimum quantities and are ready to go with the sales as soon as everyone thinks it's a good time to start. The labels are sticky labels. We decided to put the labels on ourselves. They have been ordered to be delivered to the school week commencing 23rd November so we have time to quarantine them and label them to go out to the students.

We have ordered 4 cases of ultimate Christmas pudding = 48 individual puddings and 1 case of sticky toffee pudding = 12 individual puddings. Total amount including shipping £267.38. Orders of puddings over £300 are free delivery.....so we might get free delivery if the sales go really well but we didn't want to over order. As long as we start selling and monitor the numbers we can increase the order.

Xmas puddings work out at £4.28

Sticky Toffee puddings work out at £3.99

After lots of research from Nikki and Claire sale prices of £6.50 for Xmas puds and £6.00 for sticky toffee puds has been agreed.

All agreed on pricing, labelling ourselves, order numbers, it is felt that this is a great idea and should be successful.

iii. Cake Raffle

Claire reported that she has spoken with Hayley and confirmed that Hayley is very happy to make one of her beautifully decorated Christmas cakes as a raffle prize.

ACTION – ALEX to check the cost of the ingredients with Mr Morgan as Hayley will put the ingredients on the school food order.

iv. Christmas Raffle

It was generally felt that selling raffle tickets for prizes every day for 10 days was too much and would overwhelm everyone (parents included). However, the broader idea of a "10 Days of Christmas" raffle extravaganza was a good one. The suggestion is that we sell



Registered Charity number:

1141714

all of the tickets for every draw in one sale, but with 1 prize draw every day for 10 days. This could include themed hampers (using donations from individual year groups), vouchers from local companies and a final grand prize draw. Rather than just asking for hamper donations from yr 7 as we usually do, we will ask all the classes for donations, so the letter needs to be adjusted.

Some concerns were raised regarding selling raffle tickets via Classlist because of an issue with Stripe payments and the rules around taking payment for gambling – raffles are classified as such.

Concerns also about timings of draws in terms of quarantining the prizes, preparation of hampers etc and the actual ticket draws. Claire offered information regarding using a spreadsheet to pick the ticket numbers and filming the process.

ACTION – CLAIRE & JINGER to investigate rules re raffles on Classlist/Stripe.

ACTION – BETINA to adjust the letter asking for hamper donations

ACTION – RAFFLE GROUP will start putting together their list of companies to contact for a donation.

ACTION – BETINA to organise a raffle donation letter for the group.

ACTION – BETINA to arrange for people to come in and put hampers together.

ACTION – CLAIRE to look into raffle tickets (online tickets or actual tickets sent home).

7. Treasurer's Report (Cristina)

Account balances as of 1st Oct £20599.67 (includes the Balloon money in)

Already agreed money out;

£86 Balloon expenses

£585 Prize Night Donation

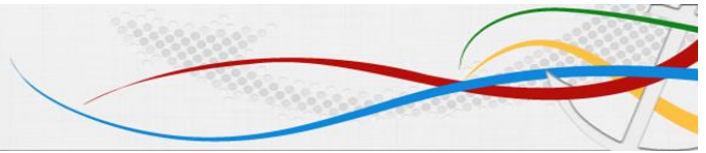
£2,160 Picnic Tables Donation

£1,090.35 total Mask Expenses

£400 (ish) Classics Department Donation

Total: £4,320.35

Expected money in:



Registered Charity number:

1141714

£2,000+ in mask sales (selling all 400 masks at £5 each + refund donations).

£420.00 Gift aid from 2018/19 (needs to be resubmitted once the new Treasurer has registered online).

Treasurer and account update;

Cristina has done a handover with Paula and Sue. Simon will show Paula and Sue how to use the spreadsheet. Cristina and Simon will get last year's accounts ready for the audit and hand them to Catherine Chatterton who has already agreed to do the audit again this year. Once they are signed off Cristina will show Paula and Sue how to submit the figures with the Charity Commission. Betina has already updated the Trustee details with the Charity Commission.

Paula, Sue and Betina will sort out the new bank account asap. We currently have 2 accounts (an interest bearing account and a checking account) which is quite complicated to manage so we are looking to just have 1 account with online banking available. Lloyds seems to be the favourite bank with PTA's so that's the bank we are looking at.

ACTION – PAULA & SUE to have a spreadsheet handover from Simon.

ACTION – CRISTINA & SIMON to get the Audit done ASAP.

ACTION – CRISTINA to show Paula and Sue how to submit the figures.

ACTION – PAULA, SUE & BETINA to set up a new account.

ACTION – PAULA to register and resubmit the Gift Aid claim.

8. School Update (Alex)

(a) Year/School Council

Alex reported that the School Council would like a shelter for the bike racks, lots of students are cycling and it would be good if the bikes could be protected from the elements. They might also need another rack for storage. Betina said they Second Hand Uniform Shop made £963 last year with no money requested by the School Council.

Historically the funds from the Second Hand Uniform Shop has been allocated to the School Council. The School Council can then decide how they would like to spend the money and ask for the funds from the PTA. Although the PTA handle the banking of these funds it is for the Council to decide how to spend it. If they don't have enough, they are welcome to put forward a request to the PTA for additional funding like the Teachers do. It was suggested that the School Council might also be able to apply for a council grant to assist in the purchase of this kind of item.

ACTION – ALEX to look into specific requirements, size etc and help the Council research grants.

ACTION – BETINA to find out how much they have available to spend.

(b) School Requests



Registered Charity number:

1141714

Alex relayed thanks from Mr Boyle for the donation to purchase replica artifacts for Classics students. They are being kept in a display cabinet so that they are safe (especially the expensive octopus jar).

Discussion regarding the PTA offering each year group a one off lump sum for enrichment/educational experience, Alex reported that whilst this is a very generous and much appreciated offer at the current time the staff are working so incredibly hard and are under more pressure than usual. So are not able to prepare requests for the use of these donations at the moment. We discussed this offer being extended for the remainder of the school year and even being carried over to the following year to allow everyone to benefit when the current climate allows.

ACTION – ALEX to find out and feedback how this sort of arrangement would work/not work for staff and then we discuss this sort of donation again.

ACTION – ALEX to get photos of donations.

9. Future fundraising

- i. Christmas Planning
- ii. Future Fundraising Ideas
 - a. Virtual Wine/Gin Tasting

Research so far - Wine tasting appears at the moment to work out as too expensive

Working out at roughly £40-£70 per person. However more research is being done on this with Jody speaking with a friend who runs this kind of event for people and Jinger investigating the possibility of a school Laithwaites contact as an option. The team are also looking extensively into a Gin version of this kind of event which may cost more like £15 - £20 per couple, they are investigating procurement of miniature bottles of selected gins and fun mixers, Claire has advised that she has a 10% discount with a miniatures company, as well as distribution logistics and finding a mixologist who can run the event virtually.

General discussion of the best time/way to run this kind of event. Robert suggested trialling a smaller version with just the Year 7's in early November with the suggestion that we can then roll this out to other years possibly in February (taking into account lots of peoples attempts at Dry January). Jody on top of the technical side with organising Zoom breakout rooms etc.

ACTION – ASSIGNED GROUP to continue to look into this and feed back on the main WhatsApp group.

- b. Festive Balloon Race

Claire presented information about a Christmas balloon race that starts at Harrods on 1st December running for 7 days. It was



Registered Charity number:

1141714

generally felt that, although there were some concerns around asking a lot of parents at what is an expensive time of year, it would be a great idea to do the Christmas race as well. The company allows people to gift balloons to others so this would be a great selling point as so many of us will not be able to be with family and friends over Christmas, being able to gift balloons to others and track the race together would be a popular choice.

Claire suggested a change to the wording around prize winning as an FH pupil won both the national 1st prize and one of the school prizes. Wording something like the following "...if you win a national prize then you will not be eligible for a school prize...".

ACTION – CLAIRE to go ahead with organising new Balloon Race

10. Any other business

Mikki asked if there could be more clarity going forwards regarding pre planned fundraising for specific, identified projects. This was agreed as something that we try and already do but will strive to do more of. At the moment we have a lot of money in the account, so we don't have to wait and save up if there is something we want to donate.

Next Meeting Date

TBC (Zoom)

Items for Future Agendas:

Prize Night Donation for the first Summer Term meeting.

Coffee Machine

Virtual Gin Night

Sam Cracknell

06/10/2020