



**Minutes of Salesian PTA Meeting, Zoom
Wednesday 11th November 2020**

Attendees:

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

Sam Cracknell (Minutes)
Sonya Lambourne
Sue Evans
Robert Pawinski
Rebecca Reddy
Madan Rana
Giulia Cambiano

1. Welcome

Betina welcomed those present to the meeting and thanked Jody for hosting the Zoom meeting. Sam checked that everyone was happy to have the dialogue of the meeting recorded as a back up for the minutes. Everyone agreed.

2. Apologies

Apologies were noted from Jenny Byrne, Sarah Waldron, Paula Stewart

3. Approval of Last Minutes (6th October 2020) and Matters Arising

Feedback on actions from previous minutes.

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

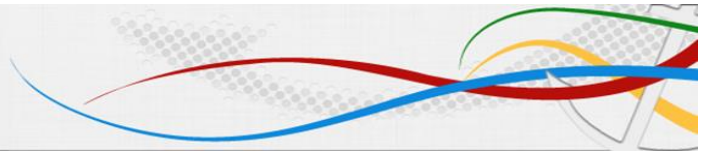
Simon happy to pay for the next quarter to give us time to set up school addresses. We need to work out how to store all the things on the shared drive like the finance spreadsheets etc. Betina asked for suggestions from the group regarding possible solutions to consider; suggestions put forward for investigation were paying for our own domain/storage/cloud storage/One Drive/DropBox.

NEW ACTION – FERIDE to look into best options and report back.

ACTION - CLAIRE to report back on discussion with FH re SC hosting more discos - DONE.

There are no event plans at all for FH at the moment. Only virtual fundraising due to COVID. No discos planned for the foreseeable future so we will discuss it again when we start booking events.

ACTION – REBECCA to research vending machine options (e.g. COSTA). And liaise with Alex – ONGOING ACTION – See Item 5 below.



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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. Betina just needs to do some fine tuning to get the right tone.

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 – DONE.

Last year we bought several bright orange recycling bins. These are dotted around the school playground and were placed next to a blue Salesian bin. Sometimes they are moved by students, but their original placement (and the place we try to put them back to) is next to a normal bin.

In addition, every classroom (including in the Sixth Form Centre) has a green paper recycling bin, and the staffroom has a dry mixed recycling bin. The ref has a food waste bin.

The main challenge with all of the bins is getting students to use it properly. Despite assemblies, posters and discussions with form tutors last year, students are still putting non-recyclable waste in the recycling bins. In addition, Veolia insist that the waste is clean and empty and there are no washing up facilities for students. This is a real issue as it means all of the recycling could be contaminated and go to landfill. Our paper and cardboard recycling works very well and has done for a long time. It would be a shame to make all of this waste go to landfill.

For info, here is the poster from Veolia explaining what can and can't be put in the dry mixed recycling bins.

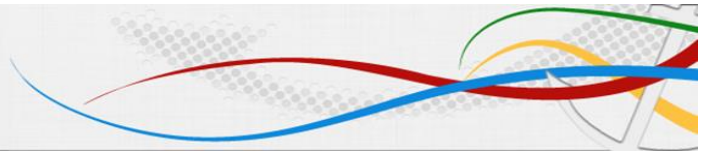
https://www.veolia.co.uk/sites/g/files/dvc1681/files/document/2018/07/veolia_uk_internal_containers_brochure_july_2018.pdf

No further action – students to be constantly reminded to use the bins we already have in.

ACTION – ROBERT to investigate details of a virtual wine tasting and report back – ONGOING ACTION - See Item 6 below.

ACTION – ALICIA & REBECCA to do 2nd Hand Uniform stock take and provide a price list and other information to send out with the reminder. – DELAYED DUE COVID.

ACTION – BETINA to find out more about the 2nd Hand Uniform bank account (email Mr Morgan to see if it is a school account). - ONGOING



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Mr Morgan has no knowledge of the account; it is with Santander and called “Salesian PTA Uniform Shop. The bank has not yet been able to provide Mr Morgan with any information, but this discussion is ongoing, and Mr Morgan will update when possible.

ACTION – BETINA to arrange the stock and contact the council re gambling license for Share International event – DONE

The license is current and covers this event.

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

Mr Morgan has confirmed that the school will pay for these ingredients.

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

After lots of research it has been found that it is possible to sell online raffle tickets through a shop on SUM UP. They charge a bit more, but it is easy to run as the link can be sent out via Classlist, although it is not possible to sell raffle tickets via Classlist it is ok to advertise the link to the SUM UP shop, for parents to buy their own tickets.

It is suggested that we move away from calling it a raffle to ensure we are within all guidelines; suggestions are Tombola/Prize Draw/Sweepstake.

Betina also suggested we ask school if we can sell tickets via their ParentPay Shop like they have done for the Eurovision tickets.

NEW ACTION – BETINA/ALEX to find out re ParentPay and check potential fees for comparison with SUM UP.

ACTION – BETINA to adjust the letter asking for hamper donations – DONE but we decided not to send it out due to COVID

ACTION – RAFFLE GROUP will start putting together their list of companies to contact for a donation. – ON HOLD, just doing a small raffle due to COVID.

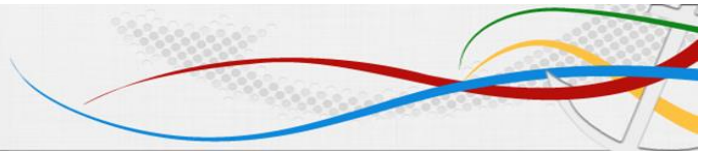
Re Hampers/Donations see item 8biii

ACTION – BETINA to organise a raffle donation letter for the group. – DONE/ON HOLD due to COVID.

ACTION – BETINA to arrange for people to come in and put hampers together. – ON HOLD due to COVID.

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

See above action – Claire and Jinger have trialled selling/buying tickets on Sum Up and this will work well.



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ACTION – PAULA & SUE to have a spreadsheet handover from Simon. -DELAYED DUE TO LOCKDOWN.

Betina will meet with them and start entering numbers from the bank statements etc so we don't get too far behind. Will see if Simon can join us virtually too.

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

Cristina was due to meet with Catherine at the weekend, but it was cancelled due to COVID. Will set up a new date as soon as possible.

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

So far, the forms have gone in to add Betina, Paula, Sue and Sam to the accounts. Sue is still waiting to hear back from them. Once that is sorted, we will do the forms to take everybody else off the accounts and then close one, so we only have one account, then apply for online banking. It is a long and tedious process. Banks are not taking on any new customers at the moment, so we have had to stay with RBS.

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

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

Cristina and Paula have resubmitted the claim for 19/20 through. It was processed and £420 + £2.56 interest was deposited into the account at the end of October. Once this year's claim has been processed the names on the HMRC account can be changed. Paula is halfway through them already so it will be done in the next few weeks.

ACTION – ALEX re Bike Shelters - to look into specific requirements, size etc and help the Council research grants. – DONE

See PTA wish list from 2/11/20 for research and quote. Having researched grants extensively, I have not found one that will consider the College due to its status as an independent school. Please let me know if you find a grant which says differently. Grants looked at already include: Sport England, British Cycling, Local Authority Grant, Biffa Award, Local Giving,

ACTION – BETINA to find out how much school council have available to spend. – DONE

Betina reported that it was quite difficult to work out the exact figure as there is no record of how much they spent of their funds in previous years, so the PTA has given them all of the money raised in the last 2 years - £1,850.00 + £963.00 and everything that will be raised this year (yet to be determined). So, their current balanced available to spend is £2,813.00 Betina suggested a conversation with the school and school council to work out an easier way of keeping track of these funds, either a separate bank account or guaranteeing an annual amount that they can ask for.

NEW ACTION – BETINA/ALEX to discuss how best to do this.

ACTION – ALEX (re PTA offer of a one-off lump sum per year group) to find out and feedback how this sort of arrangement would work/not work for staff. – DONE



Alex fed back that this suggestion, whilst incredibly generous, does pose some problems for the Heads of Year in terms of distribution/planning etc. On top of this the PTA have now started to receive a number of excellent donation requests from several departments in the school all of which are providing enrichment for many students (see item 10b). We will put this idea on the shelf for now but perhaps look at doing something special for all the families when it is safe to do so.

ACTION – ALEX to get photos of donations. – DONE/ONGOING

On Facebook and circulated. Alex will continue to do this as donation items come in.

ACTION – CLAIRE to go ahead with organising new Balloon Race – DONE.

See Item 8bi

Read and approved.

The minutes were accepted for accuracy and content.

4. Stock update (Betina, Sam)

Betina reported on the bar stock, Miriam in the school office has been selling lots of stock to staff which will help cover some costs and prevent any waste from potential out of date stock. Still some stock available to purchase, Betina can provide a list of what is left and then Miriam should be emailed directly to purchase items.

5. Coffee Machine Update

Costa coffee and Starbucks do not provide the service we require.

Lavazza Professional for fresh coffee works out to £50 a week. This is the same company that for instant coffee was giving the free trial and most cost effective. They are very expensive plus you have the per cup costs, have to use their products.

Eco friendly cups

Contactless

Free trial: 8 weeks

Vending Sense for fresh coffee works out cheaper:

70p per cup charge

We reimbursed 30p per cup, but have to pay service fees user errors chargeable service call out fee. This is for intentional damage, not cleaning the machine etc.

Eco friendly cups

Contact less

Free trial: 8 weeks

Vending Sense seems to be the better option for fresh coffee.



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Cost of fixing the machine if it is not cleaned or is damaged by students is £150 for both vendors. Most common breakages come from not cleaning the machine properly and physical damage. All other maintenance covered in costs.

3-5year commitment after trial period for both companies.

Ordering restock is done automatically by Vending Sense, Lavazza does not automatically do this for us and there is more admin involved.

School representative required for all legal correspondence etc.

Alex – reported that she is happy to be the school contact but there are some concerns about ongoing maintenance as it is a lot of responsibility for the students and accidents happen. The school is not prepared to cover the costs for any repairs, these will all need to be covered by the PTA. Training would need to annual for new 6th form which Year12 could take on. Spare stock would need to be kept on Alex's office which is locked when not in use which could cause issues if anything needs refilling during teaching hours. The school is keen for this to be a 6th Form run initiative and Alex suggested it might be beneficial for Rebecca to come and speak to the 6th Form Council to discuss how it will work, respect and responsibility for the machine.

There was discussion and general agreement that the price per cup should be raised to £1 per cup as this is in line with what students would expect to pay elsewhere and will increase profitability. Suggestions were made about the profits being saved up for the 6th Form to use (similar to the 2nd hand uniform profit being allocated to the School Council) and that this could also be used to pay for any additional maintenance costs.

Nikki to look over contract details if we decide to go ahead.

NEW ACTION – ALEX/REBECCA - to set up a meeting before Christmas with 6th Form Council to discuss details/concerns in more detail.

NEW ACTION - NIKKI - to look over contract and advise.

6. Virtual Gin Night Update

Robert advised the meeting that a lot of research has been done regarding this event, whilst it will probably be a popular and successful event there is an awful lot to consider. Primarily the cost is quite high, a wine tasting event (delivery tasting pack to door) is around £80 per couple whilst similar gin tastings are between £40-£60 per couple. There are allergy issues to consider particularly with the gin event. With a wine tasting it would be best to hire a sommelier which costs approximately £150 per session, on top of the wines, which would need to be bought by those attending themselves.

Leads provided by PTA members were very helpful: Laithwaites option is manageable from a cost perspective, but no stock of the cheaper wine options till next year, not available sommeliers because of the Christmas and industry bookings.



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It is going to be a challenge to organise something like this before Christmas, so the suggestion is that we keep researching and aim to run an event sometime at the beginning of February 2021.

Jody has a connection at Laithwaites, and this currently seems to be a good option for all around success.

ACTION – ROBERT/JODY – to keep looking into the details for this.

7. Christmas Pudding Sales Update

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. It was later agreed by the elected officers to raise the price of the Xmas puddings to £7 each as they are bigger than the sticky toffee puddings.

128 sticky toffee puds sold (one left from the box)

129 Xmas puds sold (3 left from the box)

Total Profit = £605.58

We also qualified for free delivery due to the quantity ordered. It was agreed that this was a great, easy fundraiser that should be repeated next year and has been very popular with both parents and staff.

8. Events

a. Feedback from recent events

Face Masks (Jinger/Claire)

Feedback on previous minutes – all complete.

b. Upcoming events:

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

Betina confirmed that there is now a new date for this event, Friday 20th November. This is now a school led event with no real PTA involvement due to COVID restrictions.

ii. Christmas Balloon Race

Claire confirmed that the wording for the Classlist post has been approved by the elected officers and the Christmas balloon race is ready to go live.

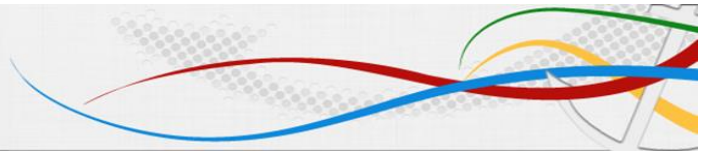
iii. Cake Raffle

Cake raffle going ahead. We just need to confirm a date with Hayley, suggested date is the last week of school - w/c 7th Dec.

NEW ACTION – Claire to confirm a date with Hayley.

iv. Christmas Raffle

Claire proposed that we should step back from asking parents for hamper donations this year, COVID has meant that many people are struggling a bit



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more this year, COVID also means we are restricted on unnecessary visits to the school to drop of donations/time to quarantine donations/the number of people who can be together to make up the hampers/managing the collection or distribution of hampers.

It was agreed that we will tone down the number of items we raffle and how much we are asking of the parents financially this year, it was generally felt that this was not the right tone for this year.

We still have some fantastic and festive fundraising events with the cake raffle/balloon race/Christmas tree sales, plus 2 amazing hotel stays that Sarah Waldron has procured and a prize from Rebecca Reddy. One of Sarah's prizes will be used for this raffle and the other will be used later this school year. We will make up a few hampers with what we have from the bar stock, left over Christmas puddings and we can buy a few items too.

9. Treasurer's Report (Cristina)

Betina confirmed that Cristina is unable to fully handover until she is able to meet with Catherine for the audit however Paula and Sue will start doing the spreadsheets with help from Betina as soon as possible.

Sue confirmed that all forms for the update of the bank account were submitted on 2nd November for the second time after a few changes were needed. She is in the process of chasing the bank to get things moving along. It is a long process to change the names on the mandate forms

Account details from Cristina.

1st October starting balance = £20,513.67

Payments:

- **£86** expenses to Claire, for balloon race
- **£984.84** expenses to Jinger, for masks
- **£585** donation to Salesian College, for Prize Night

Income:

- **£422.56** from HRMC, Gift Aid Claim for previous year (2019/2020)
- **£2,828.46** from Stripe account (balloon race, masks etc)

Bank Balance as of 11.11.2020 = **£22,195.01**

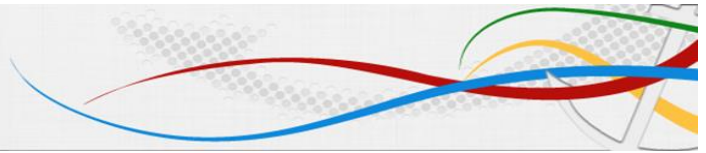
Pending cheques: £20.00 expenses to Paula, for Lottery license

10. School Update (Alex)

(a) Year/School Council

Bike Shed RESEARCH: enough to contain 20 bikes (average per day is 15).

The clear polycarbonate is going to be top of the range ClearView (guaranteed 10 yrs. not to go cloudy or opaque due to sun's UV rays). And it will be the



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heavy duty version i.e. 5mm thick, as opposed to the cheaper 3mm thick. It will be on roof and both side walls

Total cost, for supply, painting, galvanising, delivery and install of **two** 10 bike shelters will be - £6,460.00 + VAT

Discussion about whether the PTA should be funding this cost, the School Council has funds available from second hand uniform sales and it was suggested that they could try and fundraise or apply for grants to find the extra. Alex stated that she had done some initial research into grants and it appears that these are really hard to come by and that as an institution we would struggle to meet the requirements for approval. There was a suggestion that the College and the PTA could split the amount between them. Betina confirmed that the School Council currently has £2,813.00 available and Alex confirmed that the College had agreed to pay for half of the overall cost of the shelters. Meaning the council is short by £1,063.00. It was agreed that the PTA would donate this amount to make up the difference (part of it will be from this year's uniform shop profits, the rest from PTA funds).

(b) School Requests (From ZOOM meeting on 2nd November)

The PTA meeting planned for 2nd November had to be rearranged but a short mtg was held on this date for whoever could make it from the committee to go through the school requests only so as not to delay the decision making on donations. The following people were present.

Betina/Alex/Sue/Claire/Nikki/Sonya/Mikki/Sam

Betina explained briefly that due to the long financial process currently ongoing it is not possible to give an up to date balance, but as of the last statement on 1st October plus what we know is due to come out (expenses and last year's Race Night profit for Share the Light) and the £2k from mask & pudding sales we have approximately £18,300 available. This does not include any Christmas fundraising yet to come.

Music Department – Currently there are no electric guitars for students to use in college and there is a great demand for them. Many students from across the college would benefit from this addition, from being able to join lunchtime music sessions to practical work in lessons and being able to trial guitar lessons before committing to a purchase. The request is for 1 or 2 electric guitars, 1 base guitar plus cases for each as recommended by the college supplier Andertons.

COST - £329 per Electric Guitar

£339 per Bass Guitar

£34.99 per Case

TOTAL = £1101.97 – APPROVED

Claire raised the query about the possibility of purchasing an electric drum kit for the music department. Alex relayed a conversation with Mr Cassidy explaining that they have 5 practice rooms, and one is already dedicated to a

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drumkit. Two out of five rooms with a kit would not balance the ratio of instruments played in the school. There is a second drumkit in the Recital Hall and students are frequently allowed to use that when the room is free. Good quality electric drumkits are expensive and they would see more use out of some additional guitars at the present time.

Drama Department – Request for staging blocks for Drama Studio 1 to enhance and improve all practical work for KS3/4&5. Multiple uses from staging, creating levels and also extra seating. The College have invested in the Drama Department over half term, revamping and improving the resources in the main Studio and these will also add to that.

COST - 6 x 500x500x500 £70 each = £420

2 x 400x400x800 £64 each = £128

2 x 1000x500x500 £78 each =£156

2 x 500x500x200 £57 each =£114

2 x 750x750x200 £67 each =£134

Delivery to your school address £65

TOTAL = £1017 - APPROVED

PSHE Department – The PSHE Department have recently renewed their schemes of work and specifications. Part of this is to teach year 11 students about the importance of health screening and self-examination. Life sized, realistic models of testicles, prostates and breasts will provide students with the confidence to examine themselves therefore increasing the chance of early detection and treatment for cancer. It will also break down the stigma of discussing these sensitive issues with health care professionals, parents, partners in the future and each other.

Men's Breast Cancer Awareness Model	1	147.60
Breast self examination model	1	106.80
Drunk goggles	1	142.80
TSE Model Brown (two lumps in one testicle)	2	309.60
TSE Model, BEIGE (two lumps in each testicle)	2	309.60
Feel For Yourself: Prostate Conditions Display	1	130.80
Shipping	A	8

Total: £1004.40 inc VAT - APPROVED



Drunk Goggles: to enable more effective teaching about the effects of alcohol, the PSHE department would like to request a pair of drunk goggles. These will be used with year 7 and 8 students to highlight the negative effects of alcohol on the body in a safe way. Alcohol tends to be one of the first drugs that young people try, therefore they can also be used to reduce the 'mystery' and 'intrigue' of getting drunk therefore delaying and changing the ways that people use alcohol when they are older. Finally, they introduce some fun into the PSHE classroom setting, enabling the lesson to be more memorable.

The goggles show destructive physical effects of drinking too much including: Reduced alertness, lowed reaction time, Confusion, Visual distortion, Alteration of depth and distance perception, reduced peripheral vision, Poor judgement and decision making, Double vision, Lack of coordination.

TOTAL - £144.40 - APPROVED

The safety and usage of the goggles was discussed, Alex confirmed that they would be used safely and sensibly in order to make the point about the damaging effects of alcohol rather than making it seem like a fun game. There was agreement from everyone present that the PTA is keen to keep receiving requests for support of the PHSE department, the continued teaching and accessibility of these lessons for all students is vital, especially with boys of this age in a mainly male environment.

TOTAL DONATIONS AGREED THIS TERM:

Classics Department: £400 (approx. amount)

4 Picnic tables: £2,160

Prize Night: £585 (already paid)

Music Department: £1,101.97

Drama Department: £1,017

PSHE 1: £1,004.40

PSHE 2: £144.40

School Council (bike shed): £3,876

TOTAL £10,288.77

Betina asked that we get the invoices asap so we can pay and have a clearer picture of what is left and not potentially end up with delays due to the account changes taking place soon. Alex explained there are a few staff changes in the finance



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department at the moment so they are a little short staffed, but she will speak to Mr Morgan. We can't pay till things have been ordered as prices might change or items out of stock, so we have to wait till we know the exact amount.

We all agreed that the requests from school were really well prepared and presented which made it a lot easier for us to agree as we had a clear picture of the cost and how it would benefit the students.

NEW ACTION – Alex to speak to Mr Morgan re invoices and confirm the exact amount for the Classics Department and Betina to organise cheques.

11. Future fundraising

Covered above in item 8b

Also see Christmas tree discussion below in item 12.

12. Any other business

Betina has had an email from a friend of a school mum, who runs a small business selling personalised water bottles, candles and other items, who wondered if she could advertise her business through Classlist and give the PTA a percentage of any profit made from Salesian sales. It was agreed that this is not the way we want to use Classlist and that seeing adverts for other products would put a lot of parents off using Classlist. This would not be good as Classlist is invaluable for efficient and reliable communication with parents and we are careful to only advertise/sell relevant fundraising schemes. However, they would be very welcome to request a stall at the next Christmas market we are able to hold.

NEW ACTION – BETINA to email her with our decision.

Claire put forward a fundraising idea she found from a company called Christmas Tree Express (www.christmastreeexpress.co.uk). This company deliver Christmas trees to your door and with a special code each person gets £5 of their order and for every order £5 will be donated to the PTA.

A number of committee members have heard of this company and they have a good reputation locally and have been a good fundraiser for other schools. It was agreed that this would be an easy, festive fundraiser.

NEW ACTION – CLAIRE – to go ahead and organise the Christmas tree sale.

Next Meeting Date

TBC (Zoom)

Items for Future Agendas:

TBC

Sam Cracknell

11/11/2020