



**Minutes of Salesian PTA Meeting, Zoom  
Tuesday 18<sup>th</sup> May 2021**

**Attendees:**

Betina McEvoy (Chair)  
Paula Stewart (Treasurer)  
Sue Evans (Deputy Treasurer)  
Alex Kent (School Liaison)  
Sam Cracknell (Secretary - Minutes)

**1. Welcome**

Betina welcomed the elected members of the PTA to this meeting to discuss banking details and any possible future events.

**2. Apologies**

No apologies noted, all elected members present.

**3. Treasury Update**

Sue reported that all account signatories have been removed, meaning that the authorised signatories are the four elected members as follows;

Betina McEvoy – Chair

Paula Stewart – Treasurer

Sue Evans – Deputy Treasurer

Sam Cracknell - Secretary

It was noted that Catherine has done the audit and has made suggestions on how we can make the spreadsheet work better from an audit point of view in the future. The details on the spreadsheet should follow the bank account details. Catherine offered 3 options for submission and Betina advised that Catherine could decide which would work best.

The handover from Cristina is ready to go once the audit is complete and Catherine will show us how to use the new spreadsheet. Sue suggested a separate treasury meeting to continue the details of this conversation.

**4. Events**

Betina reported that Mr Cassidy has emailed regarding a music and performing arts evening held over 2 days – 23<sup>rd</sup>/24<sup>th</sup> June. There is a possibility that the PTA can run a small bar at this event depending on the covid roadmap changes. A small amount of stock will need to be purchased for this event and Betina will organise a license for the events with a possible loss of £21 if the events don't go ahead.



There will be no 3G Football event on 28<sup>th</sup> May.

## 5. 2<sup>nd</sup> Uniform Shop Update

Betina advised that there was a need to sort through all of the 2<sup>nd</sup> hand uniform donations, with particular attention to PE kit which is changing as of September 2021. There was a discussion about where we could send old kit that we can't sell to be reused and/or recycled. Alex advised that it could go to Zambia but not in the current climate, she will check with Ms Day who is organising a collection of unwanted clothing.

It was confirmed that the 2<sup>nd</sup> hand uniform shop could open on both the induction and open days if they go ahead. Shops are considered essential during covid so it can be open and can also be set up outside to make things safer.

Betina, Sue, Alex and Sam agreed to meet at school over half term to go through the stock and work out what can be sold and what needs to be donated.

### Next Meeting Date

TBC (Zoom)

### Items for Future Agendas:

TBC

Sam Cracknell

30/05/21