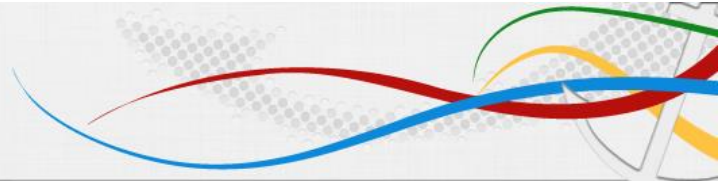




**Minutes of Salesian College PTA Meeting,  
8th March 2022, Staff Room**

Present: Betina Beck McEvoy (Chair), Mike Curry, Paul Dalgas, Rebecca Reddy, Sue Evans (Minutes).

1. Welcome from Chair
2. Apologies for absence  
- Apologies noted from Claire Payne, Nikki Coffey, Sonya Lambourne, Jody Stockford, Sam Cracknell, Paula Stewart, Giulia Cambiano, Ellis Carruthers and Jinger Stevens.
3. Approval of Last Minutes (extraordinary meeting 12<sup>th</sup> November) and Matters Arising  
– The minutes were accepted for accuracy and content.
4. Stock update (Betina)  
Kitchen is fully stocked for the upcoming events. Further restock after the school production nights. Different sweets trialled at the disco – analysis yet to be done.
5. Treasurer's Report (Mike)  
Mike compiling some new processes and procedures – separation of responsibilities to eliminate any possibility of fraud. Looking with Betina at separate roles for Treasurer and Deputy Treasurer – these will be issued when ready. More Sum Up card readers to be purchased to enable separate charging to bar and sweets etc. and to speed up the processing of customers. Limiting factor has been the poor availability of WiFi in the hall. Paul advised that there have been improvements to this recently.  
In process of transferring the various accounts such as Sum Up, Stripe and Amazon to Mike.  
Also setting up new Salesian emails for the core roles.  
Current balance is £9668 including some of the disco money, more up to date statement due tomorrow. Betina ran through the elements of the disco takings. Paul reported that the Bursar has picked up the £200/250 charge for the Maintenance staff that night.  
Money from the Festive Draw (£1500) should show on the next statement.  
Betina has initiated the set up of a new Lloyds account which will have online banking capability. Mike will not be a signatory.  
Uniform shop has contributed around £800 recently – this is earmarked for the School Council when they make requests.



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6. School Update (Paul)

i. Year/School Council

Paul reported that the students would like more picnic benches, and upgraded basketball hoops and football goal nets. Benches can initially be funded from the £800 school council money above, but if costs are higher, PTA will consider support.

**Action: Paul to speak to PE staff re the sports related costs.**

**Action: Paul to find out how many benches and where they are needed.**

**Action: Betina to look back for the costs and set up of the previous benches.**

ii. School Requests

Geography have requested fieldwork equipment for use by Y7 and Y12 – tape measures £12.99 each (need 10), and flowmetres 2 for £119.99

The meeting approved these.

**Action: Paul to ask Geography dept to purchase and to submit the receipts.**

School has now installed an online streaming camera, a DSP, a Digital Snake and wireless microphones in the hall at a cost of over £18000. Discussion on a PTA contribution. £3000 agreed for now, to be revisited once we see that events start to flow again.

Request from Mr Owens: Wall Art seen at various schools, to target the drama area as a priority but all areas of the school would be decorated ultimately. Permanent sticker that is added to the wall. Quote for whole wall and up the stairs - £13,500.

Agreed to defer for now, to revisit later in the year

**Action: Paul to bring both of the above back to a meeting later in the year.**

7. Website and Facebook page

Paul noted that Mr Owens has agreed to setting up a PTA FB page that will look like the PTA dept and main school ones, and the new Classlists website feature.

**Action: Betina to meet with Mr Owens and IT re details.**

8. Events

(a) Feedback from recent events

i. Performing Arts Evening

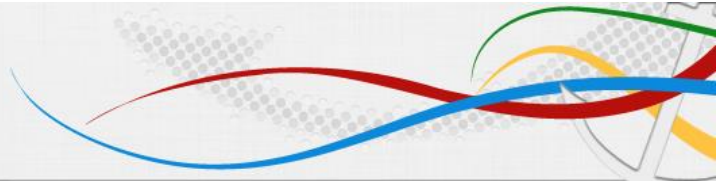
Went well, very busy. More hands needed next year.

ii. Festival of Readings and Carols

As above.

iii. School Disco – Friday 4th March

Feedback from Maintenance: At 300 tickets, there was no spare parking left onsite, so we cannot sell any more tickets. School were happy with 300, and it



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created a really good atmosphere with lots of mingling. Fanta, Sprite and bottled water sold out. Farnborough Hill staff noted that they prefer holding this event at Salesian as it is easier to contain the students. Lots of positive feedback received.

(b) Upcoming events:

Spring Term

i. College Production: Addams Family - Thursday 16th – Saturday 19th March

Paul requested PTA support via Classlists to help boost ticket sales.

**Action: Paul to send Betina a poster, and Betina to post on Classlists.**

Paying bar from Wednesday (dress rehearsal) to Saturday. Next year's Y7s are invited to the dress rehearsal. Betina asking tomorrow for helpers for this and Quiz Night. Agreed to keep the bar upstairs and leave the fridges in the kitchen. Team must remain quiet outside intervals.

ii. Uniform Shop – Saturday 19th March

This will be open as normal on that date.

Discussion on opening occasionally at school pickup during the week, rather than only at weekends possibly to pick a regular date eg 4<sup>th</sup> Wednesday of the month, though should change/alternate the day in case someone can't do Wednesday.

**Action: Uniform Lead to agree when in post.**

iii. Sean Devereux Quiz Evening – Saturday 26th March

Paul and Betina confirmed that the charity will pay for the food – Hayley/school catering team to keep costs of food at £5.50 per portion – a selection will be available, with separate queues. A better method of collecting food has been devised. The charity also run a raffle and a Heads and Tails game which they will fully organise. PTA food (those not in a team, hence not buying a ticket) – money can come from the bar profits, or each pay for their own (Betina happy with the latter to preserve charity and PTA profits). Helpers will be asked which they prefer.

Reminders are now going out. Need to advertise on the night that all bar takings go to the PTA, but event takings go to the Sean Devereux charity.

Risk assessment:

**Action: Paul to check with school as to who will do this re the event.**

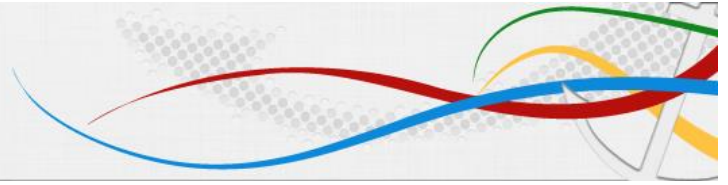
**Action: Betina to start creating a separate one specifically for the PTA bar.**

iv. Easter Balloon Race – Claire is setting this up.

Summer Term

v. Open Morning (PTA Info Table) and Uniform Shop – Saturday 7<sup>th</sup> May

**Action: Paul to find out what the school wants.**



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Need to update the information board.

**Action: Betina to have a look and see what is needed.**

vi. 3G Family Fun Footy Fayre – Friday 27<sup>th</sup> May

PTA Bar and sweets stall. All stock to be transported to the playing fields. Round fridge to be taken down, but otherwise, to use boxes with ice in. Lots of beer is sold. 4.30 – 7pm approximate timings. For further planning at a future meeting.

vii. Sports Day – confirmed 20<sup>th</sup> June

Agreed that we will support this (as requested by PE department). Aldershot Garrison again. No hot drinks to be sold.

**Action: Paul to confirm what school want in the way of sweets and drinks, also to check with the stadium regarding what we can and can't sell.**

viii. 21st and 22nd June – Creative Arts evenings – request from Mr Cassidy for support. Mixture of music and drama. Y7 – 9 on 21<sup>st</sup>, Y10 – 13 on 22<sup>nd</sup>.

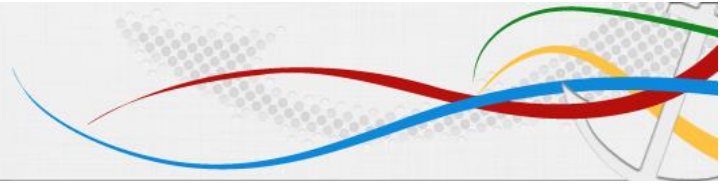
**Action: Paul to compile a briefing email, when, where, what's required etc.**

Paul has some dates for the next academic year – to email Betina. Highlights:

- 5<sup>th</sup> September for Y7 induction day, uniform shop and AGM.
- 24<sup>th</sup> November for Christmas Fayre.

(c) Discussion: Other events normally held this year:

- Summer Music Concert – superseded by the Creative Arts evenings above.
- Summer Ball – Too late to organising for 2022, and they are a financial gamble. The last one had to be cancelled due to Covid. Traditionally these are black tie and an expensive evening. To consider timing, cost, etc for next summer, possibly a lower key event. Rebecca noted that due to Covid there has not been the usual level of networking so a 'mingler' event rather than one where pre-formed tables must be booked might be really useful – but there is kudos associated with a formal ball for a private school (see below). Discussion on block buying tickets for an organised themed external event.
- Options for a lower key event this term – a disco here with school catering, wine tasting, casino; or join with a Village event in Farnborough (we would get a charity discount and would add a surcharge). The first is more work for us but we keep costs down. Both the above for further discussion at the next meeting.
- Timing: Christmas Ball felt too risky due to high risk of clashes with other festive parties. Discussion on a Spring ball instead of a Summer ball, in the Spring term.



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**Action: Paul to seek views of staff at the staff forum this week and explore possible dates.**

**Action: Rebecca to sound out her year group networks.**

- Donut sales – pre Covid, the aim was have these every half term on the penultimate lunch time of term, but avoiding school trip days or other cake sales. Nikki is happy to continue picking the donuts up.

**Action: Paul to check whether these can be restarted, to look at holding the first one on the penultimate lunchtime before the May half term break – Paul to confirm that this can go ahead and that there are no other events planned for that date.**

9. Other PTA Roles (Betina)

- Uniform Shop Lead
- Raffle Coordinator
- Sweets Coordinator
- Secretary/job split
- Deputy Treasurer
- Website/FB page (TBC) – likely to be run by the Trustees.

Betina is in discussion with individuals for all of the above except Raffle Coordinator and Deputy Treasurer. She will take these forward outside the meetings.

Update since meeting: Rebecca Reddy has volunteered to take on the Secretary role. A Deputy Treasurer is still needed. Mike and Betina are working up a job description and the role will be advertised once this is complete. There will then be an EGM to elect the new Secretary and Deputy Treasurer. Date TBC.

10. Any other business

- Betina is meeting with IT to update all the PTA info on the school website.
- Date of next meeting – to take place after Easter.

**Action: Betina to select a date based on availability of key members.**

**Meeting closed 9.15pm**