



## PTA Meeting Agenda

7.30pm Wednesday 21<sup>st</sup> September 2022

### 1. Welcome from Chair

Attendees: Betina McEvoy (Chair), Paul Dalgas (School Liaison Officer), Mike Curry (Treasurer), Rebecca Reddy (Secretary), Sue Evans, Dora Stubbs (Deputy Treasurer), Robert pawinski, Toby Sucharov, Jinger Stevens, Nikki Coffey, Claire Payne, Heena Sethi

Betina welcomed everyone to the first face to face meeting for the year, and outlined agenda for the meeting.

### 2. Apologies for absence: Paula Stewart, Sam Cracknell, Sophia Bassett, Lynne Rashleigh

### 3. Approval of Last Minutes and Matters Arising

#### Minutes 8<sup>th</sup> March 2022

- Dora is Deputy treasurer and will be responsible for handling money. Mike will only do the admin (not money handling) – this will foster accountability
- PTA email addresses have been set up, just need to start using them.
- Donations requested from school from 8<sup>th</sup> March were agreed
  - Mr Owens request for wall art – a contribution from PTA. This will be looked at at the end of the academic year.
- Jinger explained how the website on classlist works. This is more a front and not useful for PTA (and incurs cost)

**Action: (Betina) to speak with Kevin RE: updating current website on Salesian site, and set up Facebook page.**

Paul suggested Matthew Draper as a contact person. He is responsible for anything to do with the school website and Angela is responsible for Facebook and marketing.

- Uniform Shop managed by Nikki Coffey
- Betina looking for a volunteer for Information board for PTA events. Possibly Sophia Bassett
- 3 dates for Krispy Kremes arranged – 1 per term
- New Trustees: Rebecca Reddy and Dora Stubbs

Zoom Meeting 27<sup>th</sup> July 2022 – No matters arising



4. **Chair's Report (Betina)** – As above

5. **Treasurer's Report (Mike)**

Changes from last meeting report : £9 increase of stock

**Big earners in last year:** Festive draw, Disco, donations from new families and uniform shop.

In comparison to Pre Covid-19 Christmas market and the Ball were big revenue generators. Both events have been planned for this academic year.

Race Night is no longer taking place as it promotes gambling

Quiz night and Eurovision planned for this academic year.

In the bank account: £8875.72

Agreed donations: £5758.22

Balance: £3117.50

To Add: sales from Uniform shop.

Football tournament: £58.56

More for publicity and support for the school.

Sue suggested teas and coffee for next year...

6. **School Update (Paul)**

i. **School Council**

Forms in process of electing reps. Will know the team by next week.

**Action: Paul will discuss what they want.**

Busy year planned

Charity initiatives:

Food bank for Harvest Festival

Pakistan Flood Appeal

MacMillan Cancer support

ii. **School Requests**

Requested items have been ordered and delayed due to supply issues.

2 x Wooden tables have arrived. There is space for more. Potentially adding 2 tables in the 6<sup>th</sup> Form area

All other items on order.



Claire: suggested we look at doing something for 6<sup>th</sup> form coffee machine. As we agreed to support this request a year ago.

**Issues:**

- storing items and refilling the machine
- responsibility and accountability for the machine
- PTA will be responsible with a long tie-in with a contract if we choose to use a vending machine.
- Previous machine was not taken care of by students.
  - ◆ Floors were flooded in the past and access to hot water was removed.
- Maintenance of machine remains an issue.
- Disposable cups or 6<sup>th</sup> form mugs could be used, but no place to clean cups or store disposable items.
- Washing up may be a challenge as there is no sink.
- No access to water to fill portable coffee machine.
- With no sink, there is risk that dirty dishes will pile up.
- Consumables will need to be regularly ordered and paid for
- 6<sup>th</sup> formers will be allowed to use refectory for hot drinks due to health and safety.

**Outcome:** Without a sink it is impossible to facilitate this request. PTA are happy to support 6<sup>th</sup> form with an alternative idea and utilise money agreed to a new request.

**7. Events (Betina)**

(a) Feedback from recent events

- i. College Musical Production: worked well having the bar upstairs so we agreed to keep it there going forwards.
- ii. Quiz Night: 100 less covers than previous year. Had to limit team size due to Covid -19.

Feedback: worked well having more food options. Food took time. Betina met with Hayley and it was suggested that for the next quiz night, there will be more serving stations and a different set up. PTA can help with serving to speed up the process.

- iii. Easter Balloon Race: Did not raise much money on this events. Was a good event to have when other events were not permitted during Covid-19. There are many planned face to face events , so Balloon race will not take place going forwards.
- iv. SHARE Footy Fun Day: (Betina) current format is challenging e,g, drinks / coolers etc needed to be moved with limited profits.



- v. Mr Gore was disappointed that 50% of profits was not given to SHARE. PTA agreed before Covid to not share profits of the bar with charities and Mr Gore was not aware of this.
- PTA will not run the bar at Footy fun day moving forward.
  - Mr Gore would like to run the bar and food, and be responsible for setting up and taking everything back.
  - PTA will supply stock and invoice him for items used.
- vi. Creative Arts Evenings: PTA not doing this event – small number of people attend. Families brought their own picnic and students ran stalls to raise money for charity.  
Jinger: was a great event and would be great to have a summer event with the bands performing.
- vii. Sports Day: PTA to continue running the bar at sports day
- viii. AGM: Went well. Had a few volunteers offering to help.
- ix. Football Tournament: see above
- x. Uniform Shop: 2 sale days. Reorganised the store room with new racks and rails. People are looking for new sports kits but it will be a while before we have this in stock due to the recent change of kit. Potential donations from current Y11 students.  
Nikki Coffey: Opening dates and times have been reviewed to allow shop to open at a variety of times. Open days not great for sales, perhaps open at end of day for sales on Open Days.

## 8. Upcoming events:

### Spring Term

- i. Sixth Form Open Evening - 5<sup>th</sup> October  
Helpers required for this evening as many PTA members will be attending this meeting with their children.  
PTA provide the drinks and invoice school.  
Helper required to prepare and serve drinks.  
Wine was not so popular at AGM.  
Betina advises: not to open too many bottles at one time.
- ii. Parent and Staff Autumn Party - 12<sup>th</sup> November  
Claire: Disco is something that makes her uncomfortable.  
Not happy to party with staff.  
Paul: staff have no problem partying with parents.  
Idea was to host events to cater for all families to participate and all budgets.  
Those who are not happy don't have to attend this event. There are other events that may suit better. Will try this event and see how it goes.



There will be food and seating area.  
Possibly a buffet  
Food to be decided  
DJ has been booked

Planning meeting to follow...

**Action: Betina to advise on a date**

Other ideas:

Cocktail making  
Beer and wine  
Cheese and wine paring

iii. Christmas Market inc Christmas Market Raffle - 24<sup>th</sup> November

40 stalls so far

Includes charity stalls, beauty, games, PTA stalls, bar, clothing, jewelry, handbags etc

Lots of stalls not attending market due to giving up after Covid.

School Cateen and Sprinkle and Saffron Indian take away will provide food for sale

Possibly a gin or wine stall?

**Action: (Claire) to invite Ascot Brewery.**

Sue: Perhaps we need a stall that is interesting for the students.

Rebecca: Possibly a Scaletrix or game stall for boys / students to run.

iv. Puddings: sales close on the 30<sup>th</sup> to allow for delivery and stock for Christmas Market.

Artwork from Y9 student.

**Action: Paul to assist with getting permission to use the students artwork.**

Jinger working with pudding company everything sorted and designed.

**Action: to send a reminder to parents to book online.**

Prices were kept the same as last year . PTA will have slightly less profit.

**Action: Jinger to do labelling**

**Will ask for helpers to sort out orders**

v. Sean Devereux Film Premiere - 26<sup>th</sup> November



**Action: (Paul) to ask if the PTA is doing the bar.**

vi. Performing Arts Evening - 2<sup>nd</sup> December

PTA doing Bar

vii. Festive Draw - 5<sup>th</sup> December

**Action: (Paul) to ask Mr Owen if he's available to do draw at 3pm.**

viii. Festival of Readings and Carols inc Christmas Carol Raffle - 8<sup>th</sup> December

ix. Uniform Shop - 2<sup>nd</sup> November, 12<sup>th</sup> November and 5<sup>th</sup> January

x. Krispy Kreme Donut Sale - 24<sup>th</sup> November

**9. Discussion: Other events:**

- Hart Men's Choir Concert: did ask PTA to run bar but wanted a share of profits and give a free drink with ticket. PTA not doing this event.
- Eurovision (SHARE) – PTA bar
- Summer Ball – 14 May 2023 . Will need a team to organise
- Summer Fayre: 24 June 2023 12-4pm  
Shared with Salesian community, external community  
Opportunity to highlight various departments in the school and get students to perform. Forms to plan their own events and choose their own charity to support with proceeds generated.

**10. Other PTA Roles (Betina)**

Looking for volunteers to support the following roles.

- Raffle Coordinator
- Lost Property

**11. Any other business**

**Next meeting Date – TBC**