



**Minutes of Salesian PTA Meeting, Staff Room
Wednesday 13th November 2019**

Attendees:

Alex Kent (Chair)
Nikki Coffey
Claire Payne
Sam Cracknell

Sarah Waldron
Angela Martin
Cristina Lacatus (Treasurer)
Sue Evans (Minutes)

1. Welcome

Alex welcomed those present to the meeting.

2. Apologies

Apologies were noted from Betina McEvoy, Feride Claridge, Mikke Verderame, Jody Stockford, Elaine Liversage and Jinger Stevens.

3. Approval of Last Minutes (23rd October) and Matters Arising

Donut Day 12th December – Nikki will pick up the donut order from Woking. To sell in the Ref, Alex to help marshalling. Sue to help. Arrive 10.30am, break starts 10.50am. To order 300 to test the water. Claire to provide own float.

Action: Alex to organise 6th form helpers.

Raffle – A number of people have stepped forward to help, and are being coordinated via the Helping Hands group. Betina and Cristina are collating ticket stubs and returns.

Glasses: Betina is ordering these for the three December events, and Robyn confirmed during the meeting that she is happy to continue with the glasses job and will take on from next year starting with the quiz night in February. Robyn may wish to stay with Waitrose or try Majestic. Washing up – depends on whether Robyn wants to collect them dirty on the same night, or have them washed overnight at the college in the dishwasher and she comes in the following day to collect. For further discussion with Robyn. The group expressed gratitude to Robyn for this excellent news.

Item carried forward: Problems with PTA email addresses and accessing the shared drive.

Action: To clarify with Feride when she is better.

Signup has gone down very well. To go onto the Helping Hands group tomorrow.

Action carried forward: To consider moving account to Lloyds or Barclays which appear to the best for PTAs according to ParentKind. Also to consider parking and accessibility.

Action: Betina and Cristina to consider further.

Audit: Betina to liaise with Cristina over last year's and this year's audits.

Action: Cristina to forward latest mail to John who will assist with arrangements.

Action carried forward: Statement for school needed on the type of things that staff and the School Council can request that are likely to be within the PTA ethos.



Registered Charity number:

1141714

Class lists – Claire and Jinger still to demonstrate Classlists to the school leadership team.

Action: Claire to arrange a meeting with John.

Phyllis Tuckwell Charity Concert: Alex has informed the school of the ‘charity to charity’ restrictions noted at the last meeting.

Cristina noted that profit from the event must be accounted for separately from the prize draw for the Festival of Readings.

Contactless card payment system – Claire has purchased one reader and is currently loading up the bar pricelist. Claire will set up and train bar staff before the market starts and is liaising with the college with a separate WiFi password for the night.

The minutes were accepted for accuracy and content.

4. Stock Update

Sweets – Sam has enough stock for the market. She took £77.80 on race night and just £1.50 on the Phyllis Tuckwell night. The meeting agreed not to sell sweets next time.

Alex tabled figures from Betina on bar stock usage:

Race Night – stock used £273.83 but a lot of the old zero cost stock was also sold.

Phyllis Tuckwell – stock used £106.26.

Betina reported that gluten free beer will be trialled at the market. This was well received by the meeting. She noted that 12 bottles of Old Speckled Hen are nearing their best before date so will be put on the bottle tombola.

5. Events

(a) Feedback from recent events

None since the last meeting.

(b) Upcoming events:

i. Christmas Market (Claire) – 21st November

Bottle Tombola – donations have been slow, only around 80 so far, plus 60 left from last year (in date). Deadline is tomorrow - further email to be sent by school. 30 items for the chocolate tombola have come in. Y7 donations for the hampers are looking good. Discussion on merits of Clarion Calls v emails v letters.

Action: Alex to mail Maintenance re boards for tombola displays.

Betina had noted that the shelving in the PTA kitchen cupboards has not yet been done but two coat racks will also be put on the walls for PTA coats.

Assume that Betina or Olaf will run the bar as Elaine will not be present at the event.

Action: Betina and/or Olaf to confirm.

Claire noted that ‘the jumper lady’ can no longer attend.

Action: Sarah knows a comparable clothing retailer and will approach them.

Claire ran through the confirmed stalls, and noted that we do not charge charity stands for their tables. Raffle – Cristina will collate the raffle prize donations from stall holders as they arrive. Most have paid. Good blend of products, and old and new participants.

Alex: Reminder for the market to go out next week.



Betina is buying mulled wine and Claire is buying mince pie (both for Market and for Festival of Readings).

Set up starts at 4pm. Cristina coming at 6pm with floats.

Action: Cristina to mail around to find out what floats/coins are needed.

ii. Performing Arts Evening – Friday 6th December

5 or 6 helpers needed for the bar.

Start time is 7.30pm, set up from 5pm.

Action: Claire and Jinger to set up on Signup.

iii. Festival of Readings and Carols – Thursday 12th December

Alex reported that there will not be an interval as people may wish to vote later in the General Election. There will be a mulled wine and mince pie reception beforehand. Debate is still ongoing as this is to be refocused as a religious event first, and secondly a concert and community event.

The festival starts at 7.30pm, Reception starting at 6.45pm, set up from 5pm.

Action: Claire and Jinger to set up on Signup.

iv. Sean Devereux Quiz Evening – Saturday 8th February 2020

Mr Crean organises this on behalf of the school. Nikki asked if you can participate AND help, Claire confirmed that you can.

Action: Claire to set up Signup. Last year there were 10 – 12 volunteers, 2 to set up, 5 for the bar, 5 to help with food service, plus clear up.

Action: Betina to confirm that there is sufficient stock left after the December events and if not, to coordinate a restock.

6. Treasurer's Report (Cristina)

Balance £10500 but a cheque for Claire not yet banked. Cheque for £742 for marble computers issued in error – to be cancelled.

Action: Cristina and Alex to meet separately to confirm that the computers have now been paid for.

Christmas market cheques and raffle ticket monies still to be banked. Approximately £9700 will be available after the above transactions. Board games have not yet been purchased but will be purchased via AmazonSmile if possible.

Action: Cristina to provide accurate figures to Sue.

Action: Cristina to send Claire a link to two cash boxes to purchase via AmazonSmile, and two PTA ones have gone missing.

7. School Update (Alex)

(a) Year/School Council

None this month.

(b) School Requests

None this month.

8. Any other business

PTA Social 29th November –this date clashes with a number of other events, so Friday 10th January has been agreed. **Action: Betina to post on Helping Hands.**



Sarah has been sourcing raffle prizes – Costco will donate a prize and have requested a table. Claire confirmed the following prizes:

- Royal Berkshire hotel – afternoon tea for 2
- Village Hotel – two party night vouchers including dinner
- Frimley Hall – afternoon tea for 2
- Aviator – Dinner and B&B with dinner for two, worth £500!
- The group thanked and congratulated Sarah.

Discussion on how best to maximise returns from some of these prizes. Suggestions included a stand-alone event, a silent auction possibly a Spring Raffle around Easter

Action: For further discussion at next meeting. Sue for agenda.

The party night vouchers will be included in the Market night raffle.

Alex reported that the school is employing a specialist to review and redesign the school website. Claire asked whether parents will be consulted.

Action: Alex to find out.

Alex ran through some stats regarding usage of the various parts of the website versus hits on Facebook and Twitter which highlights where to focus marketing activities and resources.

Cristina asked Alex to ask the Office to send second hand uniform monies to her in a more organised manner and has proposed a form for them to complete when they send funds to her.

PTA Plaques – to order one when the trophy cabinet is in place, and possibly the benches.

Action: To walk around the school during the afternoon set up of the Christmas Market and see where they could go.

Action: Cristina to send the samples into school with her son, for the attention of Alex so that Maintenance to see whether they are suitable, and how they can be fixed on.

Next Meeting Date

Wednesday 29th January 2020, 7 – 9pm, staff room.

Action: Alex to ensure that the college and Maintenance are aware.

Sue Evans

29/11/2019