



**Minutes of Salesian PTA Meeting, Staff Room
Wednesday 29th January 2020**

Attendees:

Betina McEvoy (Chair)
Alex Kent
Nikki Coffey
Claire Payne

Sam Cracknell
Sarah Waldron
Jenny Byrne
Cristina Lacatus (Treasurer)
Sue Evans (Minutes)

1. Welcome

Betina welcomed those present to the meeting.

2. Apologies

Apologies were noted from Feride Claridge, Jinger Stevens, Robyn Sale, Michelle Washington, Sonya Lambourne and Miki Verderame.

3. Approval of Last Minutes (13th November 2019) and Matters Arising

Jenny was missed off the attendees list from last month – Sue apologised.

Problems with PTA email addresses and accessing the shared drive: Feride to meet with anyone with problems at 7pm in the Staff Room before next meeting, 26th February.

Betina advised that she is currently moving the account to Lloyds in Farnborough.

Audit of PTA Accounts:

An independent auditor needs to be found as soon as possible as the other options are no longer procedable.

Action: To mail out to all parents to ask for anyone who can help. Betina to draft an email.

Betina has completed a statement for school re the type of things that staff and the School Council can request that are likely to be within the PTA ethos – for discussion later.

Cristina and Alex met separately - confirmed that the computers have now been paid for.

PTA kitchen cupboard work and moving of the coat hooks will be done shortly.

Alex reported that the new website is in and was an off-the-shelf package so there was no opportunity for PTA parent input. Those present noted they like it better than the old one.

PTA Plaques – **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 to various types of item.**

The minutes were accepted for accuracy and content.



4. How to maximise returns from higher value prizes secured by Sarah

This regards the Aviator dinner and overnight for two, worth about £450. Agreed to do a one-off raffle, advertised by email and FB and ticket sales by Classlists. £5 a ticket, to be drawn in an assembly at the end of term.

Action: Claire to send Alex a link to forward. Staff can sign up using a guest login.

5. Update: Launch of Classlists (Claire, Jinger)

This is going well – approximately 1000 emails went out and around 56% of these have resulted in a sign up. Some families will have received more than one mail. Claire listed the stats by class and year group which Alex will feed back to Mr Owens. Alex proposed adding a standard phrase to the end of every PTA communication refreshing the invite, and advising that events from now on will be via Classlists.

6. Stock update (Betina, Elaine, Sam)

Betina has bought more red wine. Discussion on whether sale of bottles is too expensive at £14. No stock figures are available showing whether last year's price increase led to a decrease in sales. Agreed that though we sell very good wine which costs a little more, to drop back to £12.

7. Events

(a) Feedback from recent events

i. Christmas Market (Claire) – 21st November

This went really well. The chocolate tombola was popular and made £260 profit. The drinks tombola raised £585. The group thanked Claire for all her amazing work and agreed it was a great event.

ii. Performing Arts Evening – Friday 6th December

Nothing specific to note.

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

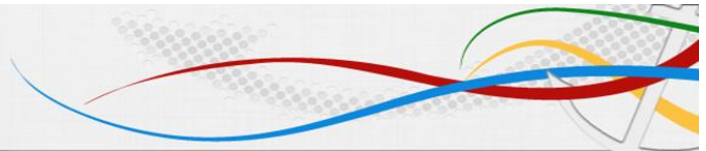
Alex asked for feedback on the format – those present noted the shorter event with a bar at the start not half way through was better as PTA were able to then enjoy the event themselves. Sweets: Sam sold chocolate bars as requested by Mr Crean who wanted to avoid anything that was noisy to eat or unwrap.

iv. PTA Social and Farnborough Hill Murder Mystery Evening

The social went well and was appreciated. There will be a Summer BBQ at Linda and Simon's house. Agreed to hold the Christmas social in January again, as December is too busy. The drinks from the school were appreciated – the PTA passed on their thanks.

Farnborough Hill murder mystery evening – feedback from those who went was that it was a good event to consider for Salesian during the next academic year – possibly as a joint event.

Claire advised that FH fireworks are to be opened up to Salesian parents this year (22nd October), the day before half term.



Registered Charity number:

1141714

(b) Upcoming events:

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

The Salesian allocation of tickets has sold out. Money from sales is being managed by the charity. Drinks stocks ran out last year - we have more this time.

Action: Alex to check the maximum hall capacity.

Action: Betina and Cristina to liaise with catering capacity.

Helper and PTA food choices needed this week.

Email will be going out regarding a raffle.

Betina has done the TENS license and will liaise with Robyn re glasses.

ii. Donuts – Thursday 13th February

Agreed to buy 324 as there were some disappointed customers, even though other cake sales are planned that week. Any spares can be taken to the staff room for sale.

Nikki to collect donuts on Wednesday 12th and leave in the PTA kitchen.

10.30 arrival – helpers Sam, Sue, Claire. Alex to arrange another teacher to muster some sixth formers to help.

Sweet stall permanent float discussed, to be used for the donuts.

Action: Sam to liaise with Cristina.

iii. College Production 18th – 21st March

Discussion on pros and cons of having the bar outside PTA kitchen, or downstairs in the drama studio. Bar to be upstairs, though after the Wednesday night, to reserve option to move down to the drama studio. Interval drinks to be laid out on tables opposite. Single stock take to be done after final night (Saturday).

iv. School Disco – Friday 6th March

Now confirmed for 6th March, DJ is booked (£150). Sweet stall and soft drinks bar. Stalls will be manned by sixth formers as year 7/ 8 parents are not wanted at the event!

Action: Alex to source 6 helpers – ideally mix of boys and girls. FH and Salesian teachers will be present.

Agreed to use the old bank account. Discussion on ‘Stripe’ – the classlists credit card payment system which operates like PayPal and attracts a charities rate. Claire to set it up, and explain it later. The Stripe link will be circulated to all Salesian and FH families via the appropriate Classlists invitation. Cristina advised that we should be able to use the old account until the new one is ready and then it will be switched seamlessly over. Claire circulated a poster which was approved. She will also prepare an info sheet for FH parents to include parking etc.

v. Summer Ball – Saturday 16th May

Proposal - tickets £75 a head, at the Royal Berkshire Hotel Club. Claire and Sarah to lead, asking for help as required. The club charges £55 for a meal and generous drinks package, bedroom is £99 including breakfast. Disco will be provided. Ticket price will include entry into prize draw - the RB group will be giving a prize for the raffle. Claire to approach the usual photographer. Marketing to begin soon. 150-160 capacity. All ticket sales and table bookings to be done via Classlists.

Action: Sarah to confirm with the venue that we will go ahead.



8. Treasurer's Report (Cristina)

£15,127 balance as at 1st January, one cheque to clear for £200 for the Christmas tree.

9. School Update (Alex)

a) Code of Conduct for review and signing

Alex had circulated a proposed code which refers to Classlists and other social media related conduct. The group approved this, Alex to update the contact email then Betina will sign, and this can be reviewed annually.

b) Year/School Council

No requests. Alex raised the issue of whether the PTA would fund 'staff welfare' items and ideas were discussed but it was agreed that this would not come within the PTA remit.

c) School Requests

Canopy requested for Biology 2 as there is no covered area.

Action: Alex to obtain a quote.

Discussion on practical science and food tech – Alex to think about options. Jenny noted that her school are having a mobile planetarium to discuss and subsequent to meeting provided further details of their visit in March. Jenny to feed back after this.

One PTA barbeque is broken – these have already been refurbished. Used at the Christmas market, footie funday, induction days and leavers' days etc.

Action: Claire to ask Maintenance to see if it can be fixed but if not, the meeting agreed that another should be purchased (now is a good time of year to be shopping for one).

Next Meeting Date

Wednesday 26th February 2020, 7.30 – 9.30pm, staff room.

Action: Alex to ensure that the college and Maintenance are aware that some may be arriving from 7pm (for Feride's email address clinic).

Items for Future Agendas:

Code of conduct – for review in January annually.

Sue Evans

11/02/2020