

Headteacher – Ms L. Swaine BSc, MA, NPQH  
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Chairperson: **Stuart Gates**

Secretary: **Fiona Perera**

<b>Meeting:</b>	PTFA Meeting	<b>Date:</b>	Thursday 27 <sup>th</sup> February 2020
<b>Venue:</b>	School Library	<b>Time:</b>	7.30pm

Item No.	Item	Owner
1	<b>Present:</b> SG – Chair NM - Treasurer FP – Secretary ET SS FS JS SC DG BD – for part of meeting JI – for part of meeting	SG
2	<b>Apologies for Absence:</b> JG HO JI	FP
3	<b>Welcome:</b> SG welcomed those present to the meeting.	SG
4	<b>Approval of minutes from meeting held on 24<sup>th</sup> September 2019 and Matters Arising:</b>  BD was running late so SG chaired the start of the meeting.  The minutes of the previous meeting were proposed for approval by NM, seconded by ET	All
5	<b>Review of Buggy Malone:</b> Eight new microphones had been purchased and were effective, however, it was noted that some old microphones were still in use and their sound quality was poor. NM will follow up with the team at EBS on mics needed now, and in the future, and await a request through the normal process.  Where refreshments were concerned, it was noted that the school should discuss with the PTFA in advance the best position for the bar. This had been an issue on the first evening. SG noted that entry of the audience into the hall had not been well managed. SG would discuss ways of improving this in future with the school. It was also suggested that more refreshments be made available to the performers. Approximately £620 had been raised during the three shows.  ET raised the point that as the school was not cleaned in advance of the weekend shows the building was very untidy after weekend lettings and did not create a good impression for	SG/All

	<p>visitors. SG said that the school was looking into the issue of cleaning in general and that this would be addressed for future events.</p> <p>SG thanked all those who had helped during the event.</p>	
6	<p><b>Financial Update:</b> NM noted that there was currently £17,579 in the bank. Of which, £14,000 had been promised to the school, including the purchase of a 3D printer, £5,000 for the school's main server, £1,350 for sports equipment and repairs, a multi printing press, and £1,500 for head-set microphones. Approximately £1,200 remained after these commitments had been paid. The PTFA await invoices to be raised so payment can be made</p> <p>NM reported that the Christmas raffle had raised £184, the lottery £842, gifts £260, Amazon Smile £43 and ParentPay appeals, £790. Commitments for the quiz were currently £1,341 but it was hoped that the quiz would raise around £1,700 plus matched funding.</p> <p>Post Meeting Note: NM has opened a Text donation page and details of how it will operate will be circulated by NM</p>	NM
7	<p><b>Funding requests:</b> No new requests had been received at present. It was possible that a request would be forthcoming from Mr Marriot from the music department who was looking to engage with more students who did not normally get involved in music at the school. He proposed the purchase of a mixing desk. The PTFA will await a request with a detailed costing .</p>	NM
8	<p><b>Position of Treasurer:</b> NM had not had a chance to speak to IZ who had volunteered for the position. NM was happy to continue with day to day finances but could not be present at all events. It was agreed that an assistant treasurer was required.</p>	NM
9	<p><b>ParentPay: Campaigns:</b> It was noted that £790 had been raised with very little effort.</p> <p>SG reported that recent appeals had just focused on computer equipment. He had discussed appeals with LS and three were proposed: Wellbeing, Performing Arts and Sports, and Computer Equipment. It was noted that in order to be effective the appeals should be specific and targeted.</p>	SG
10	<p><b>Quiz:</b> Two tables remained to be booked for the quiz on 13<sup>th</sup> March. One was reserved and would be confirmed this week. An advertisement would be run in EBS news. SS was trying to raise a team. A parent who worked in a bank was hoping to match fund to the sum of £1000.</p> <p>Volunteers to help with the quiz were as follows:</p> <p>Set up: SG, SC (17:45-19:45), VS, DG if needed.</p> <p>During event (bar etc.): JG, BD, SG,</p> <p>Clearing up: JI, JS, FP, NM, DG</p> <p>JG would be asked to come at 6pm to assist with the door. SC would check vouchers and other raffle prizes to see what was left. ET would do shopping</p>	All
11	<p><b>BBQ:</b> It was agreed that there was too much onus on the PTFA and not sufficient input from the school itself. SG had made this point to the school and he and BD would take it up again with LS.</p> <p>There was an issue with dates; the date set in the calendar for the event appeared to have been ignored; 10<sup>th</sup> July was sports day and it was thought that students would not return after a day outside. The only other possible date was 26<sup>th</sup> June. SG and BD would go back to LS and say the event could only run with staff support. They would report back separately.</p>	SG/BD

	<p>If the event does not progress then this will have an impact on funds available for the school, last year's event raised some £5500 which included a high percentage of match funding. A decision was needed prior to the Easter Holidays as it would become difficult to secure attractions.</p> <p>A PTFA list of volunteers was needed to be assessed in tandem as there were clashes with commitments already made. FP would send an email to assess the level of availability.</p> <p>SG reported that Chancellors estate agents had offered to sponsor the event with their sign boards. It was noted also that Chas Lowe had been approached and had indicated they would be willing to support the event giving £5 per board for a minimum of 30 boards.</p> <p>School events: No confirmed dates confirmed except 30<sup>th</sup> June for Y7 transfer evening. It was hoped to have a PTFA presence so new parents could be approached to sign up to the PTFA. Help would be needed from approximately 6.30pm. The PTFA would also look for opportunities for a presence at Y7 and Y8 consultation evenings in the summer term.</p> <p>No other events were planned at present.</p> <p>A car boot sale was suggested as a possible fund raiser. This would be considered for the autumn term. SG would ask the council for the rules. DG and SC would take it on in September. SG would check the proposal with LS.</p> <p>NM would look into getting a card reader or a text number so that people could donate via other means as many did not carry cash.</p> <p>It was noted that photos would be needed for a PTFA page for the end of year book.</p>	FP
12	<p><b>Communications:</b> SG reported that a new member of staff had been appointed whose duties included providing a link with the PTFA. SG hoped that the new staff member might attend PTFA meetings. It was hoped that a meeting with the new link person could be arranged in due course.</p> <p>It was noted that little progress had been made on the circulation of a PTFA newsletter although members of the PTFA had offered to produce it. It was agreed that the best way forward was to produce a short notice for each edition of the school newsletter and to have a specific leaflet produced for Y7 transfer evening. It was noted that good photos would be needed to promote the work of the PTFA. SG would follow this up with the new link person.</p>	SG
13	<p><b>PTFA Lottery draw:</b></p> <p><b>Feb lottery:</b>  <b>1<sup>st</sup> prize: £50 no. 243</b>  <b>2<sup>nd</sup> prize: £25 no. 183</b>  <b>3<sup>rd</sup> prize: £15 no. 227</b></p>	SJH
14	<p><b>Any Other Business:</b></p> <p><b>Grant funding initiative:</b> SG had had a training with Mrs Mottershead to look at how to apply for grants for funding. His report on this would be carried forward to the next meeting.</p> <p>NM recalled that when the new school building was built they planned to put plaques on a blank wall in return for donations and that this might be a way of raising funds. BD and SG would discuss with LS.</p>	All

	BD had been informed by some parents that there was a lack of soap in student toilets which was a particular concern due to the fears around the corona virus; SG would raise this question with the premises staff.	
15	<p><b>Date of Next Meeting:</b></p> <p>Tuesday 31<sup>st</sup> March at 7.30pm</p> <p>Tuesday 19<sup>th</sup> May at 7.30pm – This meeting would include the EGM to appoint the new Chair.</p>	All

**Minutes taken by:** Fiona Perera, Secretary

**Approved by:** Stuart Gates - PTFA Chair