



Headteacher – Ms L. Swaine BSc, MA, NPQH  
[pta@eastbarnetschool.com](mailto:pta@eastbarnetschool.com)

Chairperson: **Stuart Gates**

Secretary: **Fiona Perera**

<b>Meeting:</b>	PTFA Meeting	<b>Date:</b>	Tuesday 12 <sup>th</sup> February 2019
<b>Venue:</b>	School Library	<b>Time:</b>	7.30pm

Item No.	Item	Owner
1	<b>Present:</b> SG – Chair FP – Secretary AP IP DG FS JBB CR JI ET JS EP ZP CS	SG
2	<b>Apologies for Absence:</b> VS EG KS IZ	SJH
3	<b>Welcome:</b> CR was welcomed as a representative of the EBS teaching staff who attended with a funding request.	SG
4	<b>Approval of minutes from meeting held on 17<sup>th</sup> January 2019 and Matters Arising:</b> It was pointed out that under item 10, AOB, the minutes had omitted to say that the text from school had said parents were in agreement with DFL however, some parents had been unhappy with this.  Under item 7, Lottery, the top prize should have been recorded as £150 not £300. With these amendments, the minutes were approved as a correct record of the meeting; proposed by JI, seconded by JS.	All
5	<b>PTFA Change of name:</b> SG reminded those present of the proposal to change the association to become a PTFA. SG is Chair but no longer has a child at the school so under the old name could not continue as an elected official. SG invited others to come forward as Chair.  It was noted that 21 days' notice of the consultation period had been given at the last meeting and all relevant parties had been informed. The paperwork could now be signed for the name of the association to officially change to a PTFA. This was signed by SG, witnessed by JS.	SG/All

6	<p><b>PTFA:</b> SG re-emphasised that the PTFA's raison d'être was to raise funds through activities for the school and that, on reflection, the previous meeting had not been the appropriate forum for a debate on DFL (which had occurred as a consequence of the letter from LS being read out at the meeting) and that there were procedures for this and other issues to be raised directly with the school. DFL had been tabled at the last meeting, discussed and the contributions had been valuable. This had been minuted and the content fed back to LS who had subsequently spoken to parents who had raised particular concerns, however going forward it was important to clarify that the role of the PTFA within the EBS School community was to raise funds.</p>	SG
7	<p><b>Financial Update:</b> Those present were informed that TB had stepped down as Treasurer. The role of Treasurer was key to the PTFA, therefore the post would be advertised. FP and SG would cover until someone else stepped forward. Interested persons were invited to speak to SG about the role.</p> <p>SG noted that the PTFA had funds of approximately 7k at present. He noted also that the appeals via ParentPay were not raising a great deal at present. These had worked in the past but new appeals were required to re-generate giving.</p>	SG
8	<p><b>Match Funding Update:</b> Match funding was a valuable way of raising income and needed to be publicised on EBS newsletter. It was noted that Barclays were matching funds at the quiz. Barnet Windows had offered to match funds so had been asked to sponsor activities at the summer BBQ. Corinne Painter had agreed a matched fund of £500 for refreshments at the BBQ. SG encouraged those present to publicise this to parents, especially those working for large companies who might offer matched funding as other match funding sources were still sought.</p> <p>Post meeting note: Barnet Windows had agreed, to an upper limit of circa £360.</p>	SG/All
9	<p><b>Amazon Smile:</b> Amazon had given the opportunity for charities to register with them to raise funds. Despite some reservations with Amazon's position on taxation the PTFA had registered through TB. This would now be transferred to SG. The PTFA would work out the best way to publicise it to parents. It would be advertised in EBS news and a text might be sent out.</p>	ET/SJH
10	<p><b>Giving Machine:</b> ET gave an update on the Giving Machine as a means of raising funds on big purchases in particular. ET said she was not sure how many parents were signed up to use it at present. They would need to sign up and install an app to allow them to raise funds as they spent online.</p>	ET/All
11	<p><b>Lottery:</b> SJH explained there was a lottery draw every month with varying prizes. Parents could sign up via ParentPay or standing order. The next big prize draw would be in March. Prizes for the February draw were £50, £25, £15. Winners were as follows:</p> <ol style="list-style-type: none"> <li>1. £50 – 168 no winner</li> <li>2. £25 – 95 Ken Wheatley – the retired IT manager</li> <li>3. £15 – 25 Kathryn Salmon</li> </ol>	SJH
12	<p><b>Funding Requests:</b> An application for £3,257 had been received for trampoline repairs; 8 trampolines were out of use. The school were paying to repair 6 as they were needed for a competition in March. 2 others needed repair. The question was asked as to how much it would cost to order new trampolines instead. SJH would enquire.</p> <p><b>Update/Post Meeting Minute:</b> On closer scrutiny of the quote, repairs/maintenance came to approximately £1,000 to each of the 2 outstanding trampolines (the total on quote had included repairs/maintenance to other Sports Hall equipment).</p> <p>Regarding the query by JI whether it was preferable to purchase a new trampoline, SJH had raised it with the Head of PE who would make enquiries by end February and come back to the PTFA with comments or the request to go ahead with repairs. SJH would report back.</p>	SJH

	<p>CR put in a request for a new 3D printer for the D&amp;T department as the current equipment was out of date. She and her husband had purchased one themselves, but another was required. This was currently used by GCSE students and above, but they wanted to use it at KS3 to teach CAD/CAM to a wider range of students. They had researched it and the most appropriate replacement would cost £2,795 + VAT. JS asked if there was any tax advantage in the PTFA purchasing the printer rather than the school. SG would discuss with Sue Walters to see which was best. It was agreed that the passed the criteria for PTFA funding that it should be for the benefit of as many students as possible.</p> <p>It was noted that £2,000 was needed for laptops for AEN students but that this might come under a general computer appeal.</p> <p>SJH joined the meeting at this point. She pointed out that the PTFA could pledge to pay this term or next, so money could be given for a 3D printer and the trampolines.</p> <p>SG said there had been some issues with the microphones at the performance of Joseph, with the glass screen in the control room possibly blocking the radio signals; also additional equipment had been borrowed which might have caused the system to overload. JS said they should seek proper advice from a sound technician. DG said she knew some technical people through her choir and would consult them. A petition could then be requested from Drama to resolve the AV issues.</p> <p>A request for 3.5k from the Art department would be considered at the next meeting.</p> <p>The Library staff had requested funding to continue the subscription to Encyclopaedia Britannica. SJH said the library have been very proactive in encouraging students and teachers to use it and the librarian was willing to come to the next meeting to show it to the PTFA. An application for continued funding would be completed by SJH</p>	<p>SG</p> <p>DG</p> <p>SJH</p>
13	<p><b>GDPR Update:</b> SJH had spoken to Nina and the Communications Policy was in progress. The PTFA had an active linked-in account but had not added anything to it. ET asked about online storage as the PTFA was due to have some central storage space to meet GDPR requirements. SJH would speak to the new head of IT.</p> <p>The issue of who received notice of the meeting was discussed. A number of those present had not received the email. The circulation would need to be looked into. Texts might be better but the uptake to those was still low.</p>	<p>SJH</p> <p>SJH/FP</p>
14	<p><b>Social media and Web-Site Update:</b> SJH reported that this was also still a work in progress and came under the Communications Policy. Nina had made some updates and ET was still adding to it. Nina was happy to continue to update the Web Site. ET and SG would forward materials to her.</p>	<p>SJH/ET/SG</p>
15	<p><b>School Events:</b> SG thanked all those who helped on the bar at Joseph. It had been very busy had raised about £460. This was not a key fundraising event but was there to support the school. The pre-ordering of drinks helped with sales - £150 had been taken on Thursday. Saturday was a matinee so less alcohol was sold, tea being bought instead.</p> <p>SG asked for ideas for a second event in the summer term as there was only the quiz this term and BBQ in the summer at present. It was noted that it was difficult to organise an event of a scale similar to the BBQ with the current number of volunteers.</p> <p>The quiz was almost sold out with 12 tables already booked. It was a good fund raiser and SG had £1,000 matched funding from Barclays. Shopping was needed; ET suggested online shopping to be delivered to the school. SJH had spoken to IT and premises staff and would check that they needed. SG asked for anyone available from 4pm to help set up. FS, SG and JBB were</p>	<p>All</p> <p>All</p>

	<p>available to help. AP would ask her ex-husband. Ingrid would ask for volunteers. Table cloths were required ET and SG would look for something more sustainable otherwise would buy from the party shop. CS offered drapes for the tables. It was noted that this would be Jason's last quiz so another quiz master was needed for future quizzes.</p> <p>For the BBQ on 28<sup>th</sup> June a poster was needed. CR would ask a member of her department to design one. SG would send a copy of last year's as an example. This would go in EBS news and on the noticeboard. SG would apply for the TEN</p> <p>For the food, JI and SG suggested the PTFA do the BBQ; ET volunteered to do pulled pork. Tina was trying to get the Greek contingency involved with the BBQ but had no commitment from them. SG had a neighbour with a crepe stall so suggested doing sweet crepes. SG had discussed the date but not terms with him. ET had someone to supply candy floss. Mr Marriott would arrange the music and the singers; the big choir would be coming.</p> <p>Activities were discussed, including the hire of a surf-board ride ala Bucking Bronco of last year which would be £450 with a person manning the activity. A boxing ring or inflatable hungry hippos would be £175 each. A person would accompany the boxing ring. SG suggested we commit to the surf board booking and get a quote for all 3 activities. SG had asked Barnet Windows to sponsor surf board and would report back at the next meeting. They would like their logo included if possible in return for sponsorship. Volunteers would be needed to take money and and oversee the event. A wristband payment system would be used again as it had worked last year, and was easier to manage.</p> <p>SJH had a contact with a photo booth. He would charge £80 to man the booth and cover insurance. He would sell photos, key rings, fridge magnets, and the PTFA would have 100% of the proceeds as profit. His benefit would be to promote his service. In principle, we would charge £1 per photo, key ring or fridge magnet. It was agreed to go ahead.</p> <p>Post meeting note: Photo booth idea had been shelved due to a mix up on dates; an alternative was being sought.</p> <p>JS would sell drinks from the outside kiosk.</p> <p>ET would contact Total Property Shop regarding sponsoring the event as they had in the past. 50 boards were supplied last year at £10 per board. 100 is the maximum they will provide. The list needed to be updated. SG and FP would discuss this.</p> <p>Other up-coming events which might involve the PTFA were the summer music event on 20<sup>th</sup> June and the Secondary Transfer night on 2<sup>nd</sup> July.</p>	<p>All</p> <p>SG</p> <p>All</p> <p>SG</p> <p>SJH</p> <p>SG</p> <p>SG/FP</p>
16	<b>Any Other Business:</b> TB had emailed one point which SG had dealt with earlier regarding the consultation on the name change.	All
17	<b>Date of Next Meeting:</b> Tuesday, 19 <sup>th</sup> March at 7.30pm in the School Library	

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

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