



Headteacher – Ms L. Swaine BSc, MA, NPQH  
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Chairperson: **Stuart Gates**  
 Secretary: **Fiona Perera**  
 Treasurer: **Tess Bush**

<b>Meeting:</b> PTA Meeting	<b>Date:</b> Thursday 17 <sup>th</sup> January 2019
<b>Venue:</b> School Library	<b>Time:</b> 7.15pm

Item No.	Item	Owner
1	<b>Present:</b> SG – Chair SJH - PTA Liaison FP - Secretary ET JBB KP VS AI CL JI IP IZ JS (from item 8)	
2	<b>Apologies for Absence:</b> TB – Treasurer LS - Headteacher AP KS	
3	<b>Welcome:</b> SG welcomed those present to the PTFA. He explained the change of name to PTFA was to allow those, like himself, whose children no longer attended the school to remain part of the Association. SJH paid credit to the long term commitment of JI and his partner JS in keeping the PTFA going.	
4	<b>Approval of minutes from meeting held on 4<sup>th</sup> December 2018 and Matters Arising:</b> The minutes were approved as a correct record of the meeting; proposed by SJH, seconded by JI.	
5	<b>PTFA Change of name:</b> SG reminded all present of the need to refer to the Association by its new title of PTFA. Details of the trustees, L Swaine, N Mottishead and S Gates had been sent to the Charity Commission and Parentkind (formerly PTA UK) will have to be updated. He reminded those present that the Trustees were responsible to the Charity Commission. The new logo should have come today but the official school stationery would still be used. SJH stated that Nina had been updating web-site with new details. She was also responsible for EBS news. Post meeting note..... New PTFA logo now with school team and elected officials	

6	<p><b>Financial Update:</b> The Treasurer, TB was not present to the give an update on Finances.</p> <p>SJH gave an update on the £250 club and parent contributions from ParentPay and said donations continued to trickle in via these sources. 16 donations of £15 each had been received for the lottery (£240 in total), and the terabyte appeal had gained 70 donations totalling £362. She reported that contributions added on to dinner money had been successful in bringing in more funds.</p>	
7	<p><b>Lottery:</b> SJH informed those present that the lottery cost £15 per annum to join via ParentPay. Three numbers were drawn per month with prizes ranging from £15 to £300. The prizes drawn for this month were as follows:</p> <p>£50 prize: Number 42 (S Watford)  £25 prize: Number 248 – no winner  £15 prize: No 39 – SJH would check as this number might have expired.</p> <p>The March draw would take place at the quiz night and the first prize would be £300.</p>	SJH
8	<p><b>Funding Requests:</b> SJH reported that no forms for appeals had been submitted to date. The new DFL initiative was having a great impact on all members of staff. The area requiring most funds was IT, however, an acting IT Manager was in place at present so there were currently no requests for specific items of IT. One potential item was the 3D plotter which needed replacement. The PTFA had previously asked for a proper funding application but no form had been submitted as yet. It was suggested that they seek a reconditioned unit or seek a sponsor for the plotter to reduce costs. SG suggested we set a £10,000 target for IT funding and said he would get a logo produced for computer equipment fundraising.</p> <p>SG suggested we have three specific items for which to raise funds and that it was helpful to have a logo to promote the appeal. SG reminded those present of the criteria that funding requests would only be considered if they benefited a lot of students and that if the school submitted requests they might be rejected if they were not specific and if they would not benefit sufficient numbers of students.</p> <p>On ParentPay, SG suggested that funding requests be put on by rotation. It had been used successfully to raise funds for the mini-bus. SJH said donations were being received but in small amounts. SG would see LS again to try and get more specific funding requests.</p> <p>SG said we have previously given funds for sports equipment. SJH was about to order new nets and basketball hoops due to wear and tear from lettings and costs would be around £2,000. SG suggested an appeal for half this amount could be put on ParentPay. SJH would try and bring an application for funding for this to the next meeting.</p> <p>Another possible item was a statue for the remaining plinth. JI thought one was in production. The PTFA had paid half for previous ones and paid for the plaques so this might be a possible item for funding. SG requested that more specific funding requests be brought to the next meeting.</p> <p>It was noted that the Library had previously benefited from the funding of Encyclopaedia Britannica and audio books and SJH that these were generally used by lower years groups as many other sites were blocked from school use.</p>	<p>SG</p> <p>SG</p> <p>SJH</p>

9	<p><b>GDPR Update:</b> GDPR is a work in progress but we have permission to contact lower years at present. SG said we needed to focus on being able to increase contacts. The school had previously said they would communicate with parents. Appeals would go via the EBS newsletter and web-site. SJH said they would send a text out to Y7-Y9 for a meeting or event as parents from lower year groups were more likely to respond and as texts cost money to send not all year groups would necessarily be contacted. It was agreed to send texts to the lower school for the next meeting and to the upper school for the following meeting and responses from texts would be reviewed. JI suggested that PTFA be charged for the texts to ensure as many parents as possible received them. SJH noted that parents for the whole school received the text prior to the AGM.</p>	SJH
10	<p><b>Social media:</b> Also a work in progress. Nina was working on this but the school were slow in taking up a social media presence although the change of Head had brought more progress in this area. The PTFA had Twitter, Linked-in and Facebook. IZ took it on. It was agreed that PTFA should go on school social media sites. SJH would talk to Nina to see where school were at with this and would report back. It was confirmed that contacts would be via parents only and not via students.</p>	SJH
11	<p><b>School Events:</b></p> <p><b>School Production - Joseph:</b> A new TEN had been bought for £21. Volunteers needed to be at school for 6.30pm on Thursday and Friday, and 1.00pm on Saturday. VS might be able to help on Friday or Saturday. IZ would check with Agnieska re Saturday. SG had counted stock and would do the shopping with ET. Crisps and popcorn were normally served but it was noted that the audience should be asked not to take them into the auditorium. Volunteers were as follows: Thursday – KS, SJH and IZ; Friday SG, JBB, FP and VS; Saturday SG, ET and AI.</p> <p>TB would provide the float. ET would do the price list. VS suggested bringing cup-cakes and it was agreed that if anyone was willing to bring them they would be welcome.</p> <p><b>Quiz Night:</b> SJH presented a poster, had put the quiz on the school calendar and had approached the acting premises manager. Jason Killip was quiz master on the Theme of 21<sup>st</sup> Century. A TEN had been obtained. Match funding for event indicated OK but subject to confirmation.</p> <p>If anyone was able to do future posters they should inform the PTFA as Nina was very busy. We would ask her to do the summer event poster. The quiz was 7pm for a 7.30pm start, with up to eight persons on a team. Entry was £7.50 each with a strip of raffle tickets at £5. There would be 10 raffle prizes. A number of bottles of wine and other alcoholic drinks had been donated. SG would write to local businesses but he asked everyone to think of other businesses that could be asked for donations. He encouraged everyone to come along and bring their friends.</p> <p>SJH had put the quiz in the EBS newsletter. SG would send an invite to the governors. Volunteers were asked to help on the day anytime from 4pm. IZ, ET, and ABH could help. FP, JBB and possibly TB could help on the door from 6.15pm.</p> <p>(JS joined the meeting at this point).</p> <p><b>BBQ:</b> SJH had checked with the premises manager and 28<sup>th</sup> June was possible for a BBQ/Music Festival. The Big Choir would be invited to sing. Mr Marriott was available. Tina had been asked concerning the Greek BBQ and SJH was looking into the possibility of asking Mario, previous IT manager, for the use of his BBQ.</p>	<p>All</p> <p>TB, ET</p> <p>All</p> <p>SG</p> <p>SG</p> <p>All</p> <p>SJH</p>

9	<p><b>Match Funding update – Spring Quiz, Summer Event, promotion to parents:</b> There was potential matched funding from Corinne Painter; another possible sponsor was a representative from Barnet Windows who would match up to £500. SG has proposed that they sponsor a specific item and was looking at a Bucking Bronco. SG encouraged everyone to think of others who would match fund the event which had raised £2,800 last year.</p> <p>ET was asked to book the Bucking Bronco. If someone was in a band and could play they should contact the PTFA. JS would try and get information on a Surf Board. It was noted that activities and musical acts were needed rather than stalls selling goods.</p> <p>it was hoped the School Houses and Faculties would get involved and lend their support especially the sports department</p> <p>The only other events on the calendar were the secondary transfer evening on 2 July and the Summer music event on 20 June. ET would check for clashes with other big events in the area.</p>	All  ET  ET
10	<p><b>Any Other Business:</b> ET proposed that EBS register with Amazon Smile so shoppers could raise funds for the school. She reminded those present of the Giving Machine as a similar means of donating to charity whilst shopping. SJH would check the Amazon link with LS so that both could be promoted. ET would take this on.</p> <p>SJH read out a letter re Disruption Free Learning (DFL) at the request of LS. The letter reported that whilst EBS was a good school, general noise levels had increased recently and students were pushing boundaries so DFL had been implemented. According to the letter, it was making a massive difference; staff were less worried about enforcing rules and behaviour had improved. The letter gave feedback from Student Voice saying that this had a positive impact on lessons, with more content and depth being taught than before DFL and students being less stressed. Teachers were dealing with bad behaviour quickly and the school motto had been brought to life. There remained some challenges for staff and students in getting to know what was expected.</p> <p>Some parents present challenged the contents of the letter and some of the wording in the original letter on this matter sent out prior to the Christmas Holiday. Examples were given about individual cases and the possible impact on certain students. SJH and JI outlined that this is a new regime and there is a clear process to raise concerns with the Head Teacher and other members of staff if parents/guardians wish to. It is envisaged that students with any special needs are and will be dealt with appropriately. The longer term benefit perceived is that all students will improve their studies whilst at EBS and be supported throughout by a dedicated team of teachers and support staff.</p> <p>There was a point raised about how the students in "Isolation" spend their time with regard to their studies and this concern will be taken forward by the Governors present at the meeting. Also if possible feedback would be given at future meetings on numbers of students actually affected and the impact positive or negative across the school community.</p>	SJH  ET
11	<p><b>Date of Next Meeting:</b> Tuesday 12<sup>th</sup> February, 7.30pm</p>	

Minutes taken by: FP, Secretary

Approved by: SG - PTA Chair