

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

Meeting:	PTFA Meeting	Date:	Tuesday 19 th March 2019
Venue:	School Library	Time:	7.30pm

Item No.	Item	Owner
1	Present: SG – Chair NM - Treasurer FP – Secretary FS DG SS SC JS JI SJH (second half of meeting)	SG
2	Apologies for Absence: JBB VS KS AP	SJH
3	Welcome: SG welcomed those present to the meeting.	SG
4	Approval of minutes from meeting held on 12th February 2019 and Matters Arising: The minutes were approved as a correct record of the meeting; proposed by ET, seconded by JI. JS pointed out that a funding request for the drama department had been discussed at the last meeting; it was confirmed that DG was looking into it.	All
5	PTFA – Position of Treasurer: TB had stepped down at an elected officials meeting held on 12 th February. It was noted that the PTFA must have a Treasurer to fulfil its constitution. A nomination had been received from NM. He was a trustee of the PTFA, had previously been its Chair, and was currently Deputy Chair of Governors. His appointment to the role was proposed by FP, seconded by JS. SG thanked him for stepping in.	SG/All
6	Financial Update: ParentPay appeals had proved successful in the past. £200 had been raised last month. The computer and mini bus appeals had raised £15,000 in one year. Smarter appeals would be needed going forward. Targeted fundraising would be launched for computer and catering equipment. NM reported that the current lottery profit was £668, IT appeal had raised £416 and the Terabyte appeal stood at £330, there was currently £8474 in the bank, matched funds included. The PTFA had around £7,000 to spend.	NM
7	PTFA Newsletter: SG had met with LS to discuss communications with parent groups as the current email circulation only reached about 70 people. LS had agreed in principle that the	All

	PTFA would have a dedicated newsletter, 2 sides of A4, one per term, the first one being prepared for the Y6 transfer evening in June. The school would produce it but volunteers to help were sought. SC suggested her husband might be able to help.	
8	Quiz Night: 8 th March: NM reported that the Quiz night had raised £2,100, including £1,000 matched funding. This was very successful and notably higher than in the previous year.	All
9	Funding Requests received: The request for trampoline repairs had been resubmitted and £2,000 requested for repairs to 2 trampolines. A new quote had been received from Mr Zaine for a 3D printer at £3,000. The Art department had put in a request for a multi-printing press at £3,500 and there was also a request for a 3D cutter at £10,000. It was agreed to go ahead with the quote for the 3D printer and for repairs to trampolines. The Art department request would be put considered again at a future meeting. More information was needed regarding who would benefit from the cutter and the department would be asked for other quotes; it was suggested that sponsorship might be sought. Links were needed with parents who could seek sponsorship with companies. SG reported that the catering facility would benefit from a hot cabinet for the cabin and other catering equipment. SG suggested that catering equipment could be the focus of BBQ fundraising. The poster would advertise it and it would be linked to a ParentPay appeal.	SJH/All
10	Match Funding and New Appeals: It was agreed that future appeals needed to be smarter and focused. One parent had confirmed a matched funding donation of £500 for the summer BBQ. Two ParentPay appeals were agreed to raise funds for computer equipment and catering equipment.	SG/SJH
11	GDPR Update/communications update: Gift aid was part of the long term plan. There would be GDPR issues as the form included personal data so this might have to be handled by the school. However, a tick box could be included on PTFA literature for the new Y7 group to encourage them to gift aid donations. The idea was proposed to invite new Y7 parents and students joining in Sept 2019 to the BBQ through the PTAs at the local primary schools, as a good way of getting new parents interested in the PTFA. It was currently difficult to engage the parents of younger year groups. SS suggested that a BBQ be held early in the autumn term for new parents to meet up and get involved. This was considered a good idea and one which would be explored further.	SJH
12	Social Media & Web Site update: Amazon smile was about to go live. There had been some admin issues but these had been sorted. Purchases by the school could also go through it and teachers could be asked to join in. The next school year group would be encouraged to join up.	SJH/ET
13	Lottery: March Draw 1 st prize: £150 No. 233: no winner 2 nd prize £35 No. 27: Yvonne Knight 3 rd prize, £15 No. 155: no winner	SJH
14	School Events: The BBQ was confirmed for 28 th June from 6.30-9.30pm. The focus of the fundraising would be catering equipment. Two sponsors had been found so far and SG was speaking to other possible sponsors. The surf board simulator had been booked, linked in as a deal with the human hungry hippos. The hire company would provide someone to supervise; both came with insurance cover. Volunteers were needed to help supervise. Barnet windows were sponsoring £350, 75% of the cost. The school may or may not do sports; There would be a wrist band system similar to the previous year at £5 per head. A team would be needed to sell wrist bands. Stuart was making enquiries re a photo booth and was trying to get a sponsor. His initial contact was not available so he had contacted the person who does proms; His price was £335 for the booth. Photos could be sold for at least £1 a time; dressing up would be provided	All

	<p>and someone to run the booth. SS had a possible contact and would get in touch with them. SJH suggested we put something in newsletter to attract sponsors.</p> <p>Tina in the kitchen would do a Greek BBQ. All present were encouraged to ask around Greek friends to see if they could help.</p> <p>A crepe seller, with a daughter in sixth form, was providing sweet crepes and giving all profits to the school.</p> <p>SG had been in touch with Mr Marriott. He would help with music and was organising some musical acts. Others would be welcome. Elena suggested a student who busked at the school. Scott Folan would also be asked.</p> <p>The resident artist was designing a poster. The TEN had been obtained.</p> <p>Volunteers needed for 28th June from from 3.30pm. Todor, Jason and John would oversee the BBQ. Daisy would ask her husband to help.</p> <p>It was noted that TPS would no longer support the event with its boards. Elena had tried Mantle Estates and Alecco; neither would help. Ismael would ask a contact at Chas Lowe and would let SJH know the outcome; she would contact other agents if necessary. Elena said previously we had received £10 per address for approximately boards. Elena would coordinate this.</p> <p>There would be a small raffle on the night. SG would get food prizes. Steph would ask around local restaurants etc.</p> <p>The school music evening on 20th June would be a good PR opportunity. The PTFA would offer refreshments. SG would apply for a TEN.</p> <p>There would also be the Y6 transfer on 2nd July for which volunteers were needed; ET was available. Other volunteers were needed.</p>	
15	<p>Succession planning and proposed date for AGM in November: The next AGM was due to be in October and was a formal business meeting to appoint officials. NM had stepped in as Treasurer but we need to bring on new people. The committee had to have a Chair and Treasurer as the absolute minimum.</p> <p>Tuesday 19th November was proposed as a possible date for a meeting. It was suggested that the meeting be informal and include a cheese and wine tasting event. SG suggested he gets Morgan from the cheese shop in Muswell Hill and a wine merchant to encourage parents along.</p>	SG/SJH/All
16	<p>Any Other Business: NM asked for clarification on the title of the association. It was agreed as Parent, Teacher and Friends Association</p> <p>SJH would liaise with IT staff to change the email addresses etc. from September. The Charity Commission had been informed and bank details would be changed at some stage. The letterhead was discussed and NM proposed that the PTFA have its own letterhead and logo. NM would discuss with LS.</p> <p>SG reported that it had been pointed out that there was no complaints procedure in place. It was agreed that the policy for complaints against PTFA elected officials would be the same as for governors and that the PTFA adopted all the policies of the school. As PTFA liaison with the school SJH could ensure this was followed.</p>	All
17	<p>Date of Next Meeting: Wednesday 8th May, at 7.30pm in the School Library</p>	

Minutes taken by: Fiona Perera, Secretary

Approved by: Stuart Gates - PTA Chair