



Headteacher – Ms L. Swaine BSc, MA, NPQH
pta@eastbarnetschool.com

Chairperson: **Stuart Gates**

Secretary: **Fiona Perera**

Meeting:	PTFA Meeting	Date:	Tuesday 24 th September 2019
Venue:	School Library	Time:	7.30pm

Item No.	Item	Owner
1	Present: SG – Chair NM - Treasurer FP – Secretary SC ET JI DG SS RS VS HS BD MP	SG
2	Apologies for Absence: SJH AP JS IZ AN	FP
3	Welcome: SG welcomed those present to the meeting. Introductions were made around the meeting and new Y7 parents welcomed.	SG
4	Approval of minutes from meeting held on 9th March 2019 and Matters Arising: The minutes were approved as a correct record of the meeting; proposed by NM, seconded by JI.	All
5	Draft results and financial update: SG introduced the financial update. He informed the meeting that SJH would continue to look after lottery donations. The Treasurer, NM, gave a summary of the accounts for the financial year ending 31 st August showed a total income of £11,420 .36, which was £219.91 down on the previous year. Despite there being no Christmas event and one less quiz the actual amount raised at events was up by £923.00, however, ParentPay payments were down by £1,600 on the previous year. It was noted that there had been a couple of big one-off donations the previous year. The PTFA had donated £5,985 to the school during the year, including a subscription to Encyclopaedia Britannica, a DSLR camera and £5,000 for computer hard drives. £650 had been promised for trampoline repairs, £2,500 for a 3D printer and £5,000 for an upgrade to	SG/NM

	<p>the school server. The 3D printer had been bought and was shown off to prospective parents at Open Evening the previous night. In total, £14,000 had been given or promised.</p> <p>It was noted that £4,620 remained to be allocated.</p>	
6	<p>Funding Requests: SG explained the process of allocating funds for the benefit of the new parents present. The principle was that any funds donated to the school by the PTFA should benefit as many students as possible.</p> <p>It was noted that trampoline repairs had taken place but a new trampoline not purchased. Other PE equipment was in need of repair at a cost of approximately £1,500. A formal request had not been received but it was agreed in principle that up to £1,350 could be allocated subject to paperwork being submitted.</p> <p>The request for £3,500 for a multi printing press for the art department was carried forward. It was agreed that this could be funded as it would benefit many students.</p> <p>The new Senco had requested some computer equipment for exam use, although a formal application had not been submitted. It was agreed that this was too specific for the PTFA to fund but SG would work with the Senco on applying for grants for the equipment.</p> <p>The Deputy Head had requested £127 for furniture for a staff area/quiet room for teachers but it was agreed that this was not within the remit of the PTFA as it did not benefit students directly.</p>	SG
7	<p>Summer BBQ: This had been a great event which had raised almost £5,000, including matched funding of 2 x £1,000 from Barclays Bank, £250 from Barnet Windows, £280 from Woodhouse Estates and £350 from a Japanese Bank. The photo booth had not been a success.</p> <p>Mr Drugan had contacted SG with regards to organising an "It's a Knockout" event next summer. It was agreed that the PTFA could be involved in a supporting role. This would replace the usual summer BBQ. If this did not go ahead another event would need to replace it as the PTFA's main fundraising event.</p> <p>It was noted that some raffle prizes might not have been collected since the summer event. SG would check these and any prizes not collected would be used at a future event.</p>	All SG
8	<p>AGM: The next AGM would take place on 14th January 2020. There were currently 3 elected officials, Chair, Secretary and Treasurer. Elections would be held in January and it was hoped that the roles would be filled by parents of students currently at EBS. NM had taken on the role of Treasurer when the previous post-holder resigned mid-term but would rather not stand again. He would be happy to assist whoever took on the role. SG asked for volunteers.</p> <p>The trustees of the PTFA were LS, NM and SG.</p>	All
9	<p>School Liaison: SJH had previously been the staff link with the school and had access to the school calendar. There was no-one fulfilling this role at present. SG would ask Nina to email staff who might also be parents of students at the school to see if any would be willing to do this.</p>	SG
10	<p>Autumn Newsletter: The PTFA now had a newsletter and would circulate one per term. SG had seen Nina to ask if it could be circulated to staff and parents. SG would organise for SC's husband to meet with Nina regarding the production of the newsletter.</p>	SG
11	<p>Other dates: The date for the quiz had been changed to 22nd November at 7.30pm. SG was waiting for confirmation that Barclays Bank would match funding for the quiz. Helpers were</p>	All

	<p>needed from 4.30pm to set up and from 6.30pm for the bar and door. VS could help from 4.30; SC would also be available to help. ET and SG would do the shopping; crisps and nibbles would be provided as usual. Other helpers were needed, and those present were encouraged to attend and to promote the quiz. SG suggested that the raffle consist of only 10 prizes. BD could provide some whisky, some bottles of wine would also be given as prizes; DG and SC would organise others and would amend the summer BBQ letter to present to businesses they approached.</p> <p>An internet security talk was planned and it was hoped that the PTFA could have a presence at the event to raise its profile. SG had spoken to Tina and the PTFA was allowed access to the kitchen. The following volunteered to help: DG, SS, ET, BD.VS would be available to help set up. LS had agreed to promote the PTFA at the event.</p> <p>Post meeting note: It had proved difficult to coordinate with the speaker on security so the PTFA would support the Pastoral Care evening on 7th November with refreshments before and after. Details would follow shortly for those who had volunteered to help.</p> <p>There would be no autumn music event but there would be a Christmas show at which the PTFA would have a presence (date to be confirmed).</p> <p>A cabaret was taking place on 15th November with a bar and soft drinks from 7-10pm. SG asked for volunteers to bring cakes. SG would apply for a TEN. DG and FP volunteered to help.</p> <p>The School Musical would take place from 6-8th February; the PTFA would provide refreshments. Rita had suggested her husband could host an Elvis night as a future event. A quiz might be held in the spring term.</p>	
12	<p>Lottery: SG encouraged new parents to join. There were 10 draws per year with various prizes. September prizes were £50, 25, and £15. The first prize in October would be £300 which might be drawn on the Y7 pastoral evening. Prizes drawn for numbers not taken were used to fund donations to the school.</p> <p>June: 1st No. 196 (£50) – no winner, 2nd No. 36 (£35) – no winner, 3rd No. 178 (£15) - winner</p> <p>July: 1st No. 42 (£50) – no winner, 2nd No. 26 (£25) no winner, 3rd No. 10 (£15) - winner</p> <p>September: 1st: No 47 (£50): winner, 2nd No. 91 (£25): winner, 3rd No. 110 (£15): winner</p>	SG/SJH/All
13	<p>Any Other Business: SS mentioned that a meeting was due to be held at EBS the coming Saturday regarding Barnet school cuts. SG noted that the governors were not aware of this but were working hard to get the budget in order. SG was looking to PTA UK for information on applying for grants (£35 for an information pack from PTA UK).</p> <p>Post meeting note: SG and another governor were meeting to see what could be achieved through grant applications for the school, pooling resources. MP had offered to help write application letters when the format had been formalised.</p> <p>BD asked when new Y7 students would get a locker. VS said students had been asked if they wanted lockers. SG would look into it.</p>	All SG
14	<p>Date of Next Meeting: Thursday 28th November at 7.30pm</p>	

Minutes taken by: Fiona Perera, Secretary

Approved by: Stuart Gates, PTFA Chair