



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

Chairperson: **Stuart Gates**

Secretary: **Fiona Perera**

Meeting:	PTFA Meeting	Date:	Thursday 28 th November 2019
Venue:	School Library	Time:	7.30pm

Item No.	Item	Owner
1	Present: SG – Chair NM - Treasurer FP – Secretary ET JI SS DG RS SJH	SG
2	Apologies for Absence: VS BD SC AP JS AI MH	FP
3	Welcome: SG welcomed those present to the meeting.	SG
4	Approval of minutes from meeting held on 24th September 2019 and Matters Arising: The minutes were approved as a correct record of the meeting; proposed by JI, seconded by ET.	All
5	Financial Update: NM informed those present that funds from the lottery stood at £769.72. The recent quiz had raised £1,440.09. He noted that that a lot of stock was still held and some money from floats had still to be added so the overall total could be higher. ParentPay donations, appeals and gifts had raised £658.09. The total for the year to date was £2,208.40. It was noted that there were some new faces at the quiz which was positive. Over 100 people had attended the quiz evening. There was currently £17,000 in the bank. However, NM noted that a cheque for £1,700 had not been cashed by the school. He was also waiting for the bill for the 3D printer, £5000 for the server, and £1,750 for trampolines. The running total from September was £658.09.	NM

6	<p>Recent events – results, key points and lessons learnt: Those who attended the cabaret reported that the event was a real success. It was noted that £390 had been taken on the night (before expenses). The Y7 pastoral event had raised £120 plus donations of £50.</p> <p>School Bikes - These have been sadly stolen in the summer and following an investigation, security review and insurance claim new bikes have been ordered and will arrive in February. It has been raised that the PTFA should have been informed of this incident as a matter of courtesy as the bikes were originally purchased by the school PTA.</p> <p>Minibus -one set of keys had been lost and a second set was to be ordered by the school. SG would follow up on this as there were concerns over the fact that items that had been funded by the PTFA were not being used.</p>	SG
7	<p>Requests for Funding: Computer equipment had been requested by the AEN department for exams use – NM said that should come out of the AEN budget rather than through PTFA funds so this request was rejected.</p>	All
8	<p>Grant Applications and Match Funding ideas, update: The governors were trying to raise funds through grant applications but progress was slow. There would be an update on this at the AGM. It was noted that matched funding income was also slow at this time of year as most financial years ran to December so allocations had been used by now. Normally matched funding was forthcoming from various banks through parents connected with the school. It was hoped that matched funding would start again in the new year. This type of fundraising will be key to the school in the future and needs promotion also linked to local business sponsorships</p>	SG/All
9	<p>AGM – Tuesday 14th January 2020 at 7.30pm: SG and NM wish to step down and both have a strong belief the elected officers should be parents/carers of students still attending the school. Both are happy to support a new team and are both still involved at EBS as Governors. Our constitution states (under PTA UK guidelines) that a PTFA cannot operate without an elected Chairperson and Treasurer; FP has agreed to carry on as secretary.</p> <p>If no volunteers are forthcoming the thoughts could be to look at a much scaled down PTFA focusing on the Lottery, Amazon Smile etc. The plan would be not to hold any more fundraising events or provide refreshments etc. as such without a new team and a wider group of volunteers in place. This would include the Summer BBQ pencilled in for Friday 10th July 2020 and this raised £5500 in June 2019. There would not be a PTFA event either in the Spring term but the PTFA has undertaken to support the school at the Buggy Malone musical in early February with refreshments etc., and to use up stocks.</p> <p>School team members are also eligible to be elected officials and maybe take a more active role within the charity as fund raising is now more key than ever. The emphasis for the BBQ could be more on the school teams looking after the various aspects rather than just the PTFA.</p> <p>LS has kindly agreed to send out a letter or communication to All parents. SG will meet shortly with LS to review the detail and agree the message linked to the key and important message of fundraising to support the school budgets and the possible closure of the PTFA. There is also need for a much wider group of volunteers to spread the workload and "get involved". Post meeting note: this meeting is taking place on 16th December.</p> <p>28 days' notice of the AGM has to be given to all parents/guardians/teachers/friends. SG outlined that he believed this was covered as the date is on the web site, has been highlighted through various PTFA communications and will be included in EBS news.</p> <p>Also essential for the meeting to proceed is that we will need double the amount of elected</p>	All

	<p>officials to attend, ie. three elected officials + six others. LS has been invited. All nominations to be sent to ptasecretary@eastbarnetschool.com by 13th January 2020.</p> <p>Please inform ptasecretary@eastbarnetschool.com if attending or unable to attend.</p>	
10	<p>Communication Review: A newsletter had been produced in the autumn and it was hoped that another could be issued in January to give details of funds raised.</p> <p>Amazon Smile has been advertised to all parents and a small amount of funds had begun to be raised.</p> <p>It was decided to merge the PTFA's Twitter and Facebook accounts with that of the school and to ask Nina in the office to include PTFA items in her social media posts. It was felt that the social media accounts would be better used if unified.</p>	All
11	<p>Forthcoming Events and Ideas: A Christmas concert was due to be held on Monday 2nd December organised by the music department. This would be a small scale event from 6-7pm with no interval. The PTFA would provide refreshments and volunteers would be needed from 5pm. The PTFA would be there to support the music dept. rather than specifically raising funds. DG offered to help; AI had also offered to be there.</p> <p>The art department had made 3D reindeers which were being sold at £20 each. They would be offered for sale at the Christmas concert.</p> <p>The School musical would be held on 6th – 8th February. Alcohol would be on sale. SG would apply for a TEN to cover 3 days.</p> <p>Post meeting note - TEN applied for and granted for school musical</p> <p>It was proposed that a New Year social be held on Thursday 23rd January at 7.30pm at Chez TonTon. The meal offer was £20 for 2 people, with a bottle. Numbers would need to be confirmed for a booking to be taken.</p>	All
12	<p>School Liaison: It was noted that there was currently no school liaison person.</p>	
	<p>PTFA Lottery draw:</p> <p>October: 1st prize: £300 No. 194: there was no winner 2nd prize: £35 No. 95: winner Ken Wheatley 3rd prize: £25 No. 74: there was no winner</p> <p>November: 1st prize: £50, No. 156: there was no winner 2nd prize: £25 No. 15: Jean Geddis 3rd prize: £15 No. 229: there was no winner</p>	All
13	<p>Any Other Business: NM would draw the Christmas raffle on 12th December</p>	NM
14	<p>Date of Next Meeting: Following the AGM on 14th January 2020</p>	All

Minutes taken by: Fiona Perera, Secretary

Approved by: Stuart Gates - PTFA Chair