

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

Chairperson: **Stuart Gates**

Secretary: **Fiona Perera**

Meeting:	PTFA Meeting	Date:	Thursday 30 th April 2020
Venue:	Meeting via Zoom due to lockdown Time: 7.00pm		

Item No.	Item	Owner
1	Present: SG – Chair NM - Treasurer FP – Secretary ET BD JI SJH	SG
2	Approval of minutes from meeting held on 27th February 2020 and Matters Arising: The minutes of the previous meeting were approved	All
3	Financial Update: NM noted that he had received no bank statements recently due to the lockdown. It was reported that the quiz had raised £279 but that there was a lot of stock remaining which could be used for future events. Additional income of £1,300 had been raised in gifts and appeals. £9,251 had been paid to the school. There was currently £3,500 in the bank but there was still £5,000 to be paid for the school server. It was suggested that this might be paid in two halves as there was not currently sufficient funds due to the lack of fundraising opportunities during the lockdown. It was noted that only £40 had been raised through Amazon Smile so far.	NM
4	Funding requests: A request had been received from the school library for a renewal of the Encyclopaedia Britannica for £590 for the year. It was suggested that more information should be found out about who used this resource before deciding whether to renew. BD would follow this up with Annette, the librarian. It was noted that Annette had also asked for an e-books subscriptions. BD would ask for more details. It might be a choice between this and the Encyclopaedia due to limited funds. NM reported that the school had produced extenders for face masks for NHS staff at Barnet and Middlesex hospitals and this had taken its toll on the school's laser cutter and another was needed. It was suggested that a dedicated fundraising appeal might be held, possibly using text appeals. ET would add this to the web-site. JI and SG would discuss with Miss Swaine the possibility of sending the request to parents with a letter from Miss Swaine.	NM
5	Future Events: Due to the lockdown it was not possible to plan any events at present. NM 's nephew created murder mystery investigations. It was suggested that this be an idea for an event in the autumn term.	SG/BD

6	<p>Communications: It was agreed that a specific leaflet be produced to accompany the Y7 transfer letter that was due to be sent in late May. ET would prepare this. SG would confirm the date when it would be required.</p> <p>Jl asked if the PTFA section of the web-site could be in a more prominent position. He would bring this up at their next meeting with the school.</p>	SG/Jl/ET
7	<p>PTFA Lottery draw:</p> <p>It was noted that there were currently about 134 numbers spare so a real push on getting new subscribers was needed.</p> <p>March lottery: 1st prize: £150 no winner 2nd prize: £35 no. 212 Abi Sweeney 3rd prize: £15 no. 183 no winner</p> <p>April lottery: 1st prize £50 no. 097 Dennis Hallam 2nd prize £25 no. 214 no winner 3rd prize £15 no. 036 Gareth Pearce</p> <p>May lottery: 1st prize £150 no. 003 Steph Hughes 2nd prize £35 no. 207 Sue Waters 3rd prize £25 no. 250 Nick Mottershead</p>	SJH
8	<p>Any Other Business: The EGM was due to take place on 19 May. This would need to be rearranged in the autumn term due to the Covid 19 virus. It was noted that 14 days' notice would be required.</p> <p>It would be necessary for a DBS to be arranged for BD in the meantime.</p>	All
9	<p>Date of Next Meeting: The EGM scheduled on 19 May was postponed due to Covid 19.</p>	

Minutes taken by: Fiona Perera, Secretary

Approved by: Stuart Gates - PTFA Chair