

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

Meeting:	PTFA Meeting (Elected officials and key helpers only)
Date:	Thursday 16 th July 2020
Venue:	Meeting via Zoom due to lockdown Time: 7.00pm

Item No.	Item	Owner
1	Present: SG – Chair NM - Treasurer FP – Secretary ET – website/events BD – Chair Designate JI - Link Governor	SG
2	Apologies: SJH	FP
3	Approval of minutes from meeting held on 30th April 2020 and Matters Arising: The minutes of the previous meeting were approved. Proposed by JI, seconded by NM	All
4	Feedback on reopening of school: JI reported that the school was to return in full in September. Plans for reopening had been shared with the governors and they would meet on 4 th September to check for any changes to the situation. The school funding agency had just sent a letter asking detailed questions and JI had shared this with Lianne. The school was taking a step by step approach in its planning and teachers who had not been in since March had been to the school to collect packs for use in September.	JI/SG
5	Financial Update and ParentPay: NM received an invoice from Sue Donald from last Aug which he hadn't seen previously. The last bank statement he had received was in February and he had not received details of any ParentPay donations. He had asked for bank statements but there had been none in the tray. If necessary he would ask the bank to send copies. Text donations had been set up and had raised £585 to date. Setting up costs would need to be off-set but this was a very positive start. It was noted that not many parents were using ParentPay at present as students had not been in school. NM reported that there was currently £9,438.83 in the bank. Reserve funds and promised money reduced the total to £3,038 but he had no details of income and expenditure for the last 3 months. SG asked those present to put forward any petty cash claims that were outstanding so that the end of year accounts could be settled.	NM All
6	Funding requests: The librarian had previously requested money for the Encyclopaedia Britannica subscription. JI noted that access to this was free for those who joined Barnet libraries online. Students should be encouraged to use this resource as it was freely available. It was noted that the choice had been offered between this and an audio subscription. BD would speak to Annette in the library and would check there were no subscription fees due.	BD

	<p>It was noted that the PTFA had promised funds for the laser cutter. This was around £10,000 but had not been paid out as yet.</p> <p>There had been a request for money to do up the pond but it had since been decided that the pond might be filled in. This items would be carried forward for now.</p>	SG/NM
7	<p>Stocks: SG reported that the PTFA held around £720 of stock at present which had been in storage since the Quiz in March. SG suggested going in during the summer to count the stock. ET offered to help.</p>	SG BD
8	<p>Plan for 2021: It was noted that it had taken some time for BD's DBS to be processed but it was now complete.</p> <p>It was agreed that the handover of the role of Chair would take place in January 2021 to allow time for more training. The committee would meet as usual in September and the EGM and AGM would be held together in January.</p> <p>It was important to engage more volunteers to take on PTFA roles. There were difficulties connecting with new parents as all meetings were being held virtually although a PTFA newsletter had gone into one pack for new parents.</p>	
9	<p>Engagement with Parents/Staff/Teachers: SG and BD had met with Nina and Shona and discussed fundraising, sponsorship and gift aid.</p> <p>SG noted that Shona needed briefing about her role with the PTFA. BD said they had a positive meeting discussing how the PTFA and school could fundraise together and get parents on board. SG wanted to spend more time applying for grants. Other volunteers were needed to take over roles, for example Secretary and Treasurer, with a gradual progression into their role. The support of the school was key and staff, particularly those with children at the school, needed greater involvement. This should be encouraged by the senior team but they had other priorities at present.</p>	SG/BD
10	<p>Future Events: Due to the lockdown it was not possible to plan any events at present.</p> <p>The possibility of holding a PTFA quiz was discussed. It was not thought to be practical to arrange a quiz at school. SG would look on PTFA UK for ideas for an online quiz.</p> <p>Jl suggest we concentrate in the autumn term on promoting electronic fundraising.</p>	SG/BD/ All
11	<p>Communications: Nina would take care of communications with the PTFA. She was planning to work on the web-site in August and it was hoped that the PTFA would be given more prominence. She was keen to shut down the PTFA's Twitter and Face Book accounts as they were not used. Those present agreed it was more sensible for the PTFA to be connected into the school's social media instead. It was note that the EBS newsletter was issued every fortnight. A programme was needed about what items the PTFA wanted included.</p>	BD
12	<p>PTFA Lottery draw: The lottery numbers had been drawn.</p> <p>June £50 (038) - Ismael Pope £35 (218) - no winner £15 (056) - Mrs C Chandler (EBS)</p> <p>July £50 (034) - Kراسي Kirilova £35 (226) & £15 (106) - no winners</p>	SJH

	It was noted that there were over a 100 available lottery numbers to sell so there should be a focus on promoting these.	
13	Any Other Business: There was none	All
14	Date of Next Meeting: 1 st October 2020	

Minutes taken by: Fiona Perera, Secretary

Approved by: Stuart Gates - PTFA Chair