



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

<b>Meeting:</b>	PTFA Meeting (via Zoom)	<b>Date:</b>	Thursday 1 <sup>st</sup> October 2020
<b>Venue:</b>	Meeting via Zoom due to lockdown	<b>Time:</b>	7.00pm

Item No.	Item	Owner
1	<b>Present:</b> SG – Chair NM - Treasurer FP – Secretary ET – website/events BD – Chair Designate JI - Link Governor JS DG AS SB Lida ? SJH JC SC	SG
2	<b>Apologies:</b> VS MP IP	FP
3	<b>Introductions</b> Those present introduced themselves. SB was introduced as the new PTFA liaison member from the staff. SG stressed that this role was key and had been missed the previous year.  JI is a link governor to PTA as well as being chair of governors. SG is the current Chair, and a Governor. SG, JS and LS are trustees of the PTFA.  BD welcomed everyone and emphasized the mission to get everyone in the EBS community, staff, students and parents, to work together, to foster strong links and to raise money for the school.	BD/SG
4	<b>Approval of minutes from meeting held on 30<sup>th</sup> April 2020 and Matters Arising:</b> The minutes of the previous meeting, held on 16 July 2020, meeting were approved. Proposed by SG, seconded NM	All
5	<b>Update regarding reopening of school:</b> NM said the re-opening was progressing well with a 95% attendance rate so far, which was above average; students were keen to be back at school. JI reported that a letter would be circulated regarding procedures should there be another lockdown. Parents present of new Y7 students reported that their children had settled in well. Lettings were gradually restarting. PTFA meetings would continue to be remote; no events would be organised at school at present.	JI /SG / BD - All

6	<p><b>Financial update:</b> NM reported that income for the year was £3,369, nearly £6,000 down on the previous year due to the effects of Covid 19. Additional gifts and ParentPay appeals had raised approximately £2,000, £500 of which had come from text giving during lockdown in response to the school using its resources to make mask extenders for the NHS. The total income was £5,250. Overall this was considered to be reasonable considering the two main fundraising events had not taken place and opportunities for match funding had been lost.</p> <p>NM said accounts had been delayed because of problems of getting hold of information from school during lockdown but were nearly complete.</p> <p>During the previous year £9,251 had been donated to the school for a 3D printer, a multi-printing press, microphones for use in drama productions, sports equipment repairs and a renewed subscription to Encyclopaedia Britannica for the library.</p> <p>The lottery had made a profit of £818, IT appeal had raised £910 and the text appeal had raised approximately £500.</p> <p>NM explained the process by which appeals were made via ParentPay. Proactive means were needed for fundraising this year. Parents needed to be educated as to how to give; via Amazon Smile, the Money Giving Machine etc. SG encouraged BD and SB to discuss how to do this, how social media or other platforms could be used and to liaise with NB.</p>	NM
7	<p><b>Funding Requests:</b> It was noted that a formal request had not been received from the library. BD would follow up and this would be carried forward for now.</p> <p>A request had been made for money for pond area, but there are plans to remodel it anyway.</p> <p>NM explained the process for funding requests to new parents. Departments submitted requests which LS would generally need to approve. The PTFA would then decide if the requests met the criteria that the money given would be to the benefit of the majority of students.</p> <p>NM explained the PTFA had £1,300 for lottery prizes and had promised to donate £5,000 for the new server. The PTFA had also agreed to buy laser cutter but that would be £10,000 so there was no spare money at present. BD would discuss with the school whether the laser cutter was still required.</p>	BD /SG / NM
8	<p><b>Update on Stocks:</b> Approximately £700 of stocks were held at present. Some beer had a short use by date. It was suggested that people could bid for the beer to clear the stock. Other items could be retained until events could be held. Alternatively, stocks could be used for prizes if a virtual quiz was held.</p> <p>NM reported that he was doing some work with the Urban Alchemy Brewing Company, a local company run by former EBS students, who were keen on doing an East Barnet branded beer and who could run a bar at a future event.</p>	SG
9	<p><b>Plan for 2021:</b> Emphasis would be on engaging with new Y7 Parents, and signing them up to the Lottery. SG explained to new parents that there were 250 numbers in total of which 106 live numbers were currently in use. The lottery was drawn each month with cash</p>	BD/SB / All

	<p>prizes of various sizes. All numbers needed to be sold out so it would be an objective to get new parents to sign up. Numbers were drawn at every PTFA meeting.</p> <p>SJH would email wording to SB to put in EBS news.</p> <p>SG asked SB to keep a rolling push on Lottery/Amazon/Others in communications with parents particularly in the period before Christmas.</p> <p>BD asked if we could encourage parents who work in big corporations to get them to donate. However, GDPR meant the PTFA had no direct contact with parents so the school would need to identify parents who might help.</p> <p>It was noted that it was not the ethos of EBS to ask for money to keep the school running; Appeals for specific items, eg. new computer equipment, were preferred. The idea of tapping into business connections was fine, but had to be in connection with a specific appeal. The PTFA were happy to promote companies who were prepared to give funding providing they were deemed suitable. SG explained how match funding was used to incorporate corporate connections in fundraising.</p>	
10	<p><b>AGM - date / planning:</b> Provisional date was set for 28<sup>th</sup> January. SB would check there were no clashes with school calendar. 28 days' notice were required.SG would check the Articles of Association to ensure the AGM could be held via Zoom.</p> <p>It was noted that the Chair Designate was BD; NM would remain as Treasurer. FP would continue as Secretary for a further year.</p>	FP /SB
11	<p><b>Engagement with parents / carers/ staff members / teachers:</b>BD wanted to encourage more collaboration from teachers. It was suggested that BD and SB work together on engaging staff members in work of PTFA.</p> <p>SJH suggest that SB include something in the weekly staff bulletin asking for funding requests and inviting staff to meetings to put forward their requests.</p> <p>NM suggested that if departments wanted funding, they try to fundraise some of the money with students and the PTFA agree to fund the remainder. SJH suggest involving the student council in this.</p>	BD/SB
12	<p><b>Possible events – dates / ideas for the school year ahead:</b>BD has been looking into running a virtual quiz. His brother had done one through Scouting. The Scouts would do it for £80-£100. SG asked Bobby to get a proposal from his brother.</p> <p>BD suggested finding a company to sponsor the quiz. He would find out details. Friday 20<sup>th</sup> November was proposed as a possible date.</p> <p>It was not possible to plan other events at present.</p> <p>SB was asked to get dates from the school calendar to avoid clashes.</p>	All
13	<p><b>Grants:</b> It was agreed to carry forward a discussion on how the school could put in applications for more grants for funding.</p>	SG/ NM

14	<p><b>Lottery:</b></p> <p>September:  £50 - 146 – no winner  £25 – 072 - Michelle Mohammed  £15 – 019 – no winner</p> <p>October:  £300 – 171 – no winner  £35 – 073 - Sally Gentle  £25 – 035 – no winner</p>	SG
15	<p>Any Other Business: DG reported that her daughter’s school bag was very heavy and it was noted that the lockers were too complicated to use. It was thought that students were not allowed to use their lockers at present.</p> <p>JS suggested masks be made to raise funds. It was noted that each student has been given a mask. SG would speak to Mr Carrington about the possibility of doing this. JC said the profile of the PTFA could be raised if branded masks were produced with pouches.</p> <p>BD thanked all PTFA members, as well as new Year 7 parents, along with School Staff for their attendance this evening, and for their support, and collaboration for the coming year.</p>	All
16	Date of next meeting: SG would call a meeting to discuss arrangements for a quiz if it was decided to go ahead.	JI/SG

**Minutes taken by:**

Fiona Perera, Secretary

**Approved by:** Stuart Gates - PTFA Chair