



Headteacher – Ms L. Swaine BSc, MA, NPQH  
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Chairperson: Bobby Daruwalla

Secretary: Fiona Perera

<b>Meeting:</b>	PTFA	<b>Date:</b>	6 <sup>th</sup> May 2021
<b>Venue:</b>	Meeting via Zoom due to lockdown	<b>Time:</b>	7.30pm

Item No.	Item	Owner
1	<p><b>Present:</b>            BD - Chair            NM - Treasurer            FP – Secretary            SG            SJH            CB            PG            DG            JI</p> <p>Bobby welcomed CB to her first meeting</p>	BD
2	<p><b>Apologies:</b>            SC</p>	FP
3	<p><b>Approval of Minutes from last meeting held on 25<sup>th</sup> February 2021 and Matters Arising</b>            The minutes were approved as a correct record. Proposed by JI, seconded by NM</p>	BD
	<p><b>Financial Update:</b> NM reported that total income for the year was £2,357.79. £157.55 had to be paid in expenses. The surplus for the year was £2,200.24. The accumulated fund for the year was £12,246.66, of which £9,000 had been promised for a laser cutter.</p> <p>NM reported that the text appeal had raised £207.50 so far, but noted that there was a 3 month time lag so more might have been received. £932.67 had been raised via ParentPay and text appeals.</p>	NM
7	<p><b>Funding Requests update</b>            SG had contacted Caroline Roncarati to know what was happening regarding the laser cutter but had not received a response. He would email her again.</p> <p>Post meeting note: Miss Roncarati reported that an order has been placed for the laser cutter but there was a delay and it would not be with the school for approximately 10 weeks. Nearer the time the school would be sent an invoice which would then be given to the PTFA.</p> <p>An engineer had been in to look at the 1 remaining laser cutter (which had stopped working) and after some maintenance it was now back up and running but would possibly last a year before that also permanently stopped.</p> <p>NM said £85 had been received since the start of the appeal. BD would follow up.</p>	SG/ BD

	<p>CB noted that she had seen the appeal but had not known what the equipment was for. JI showed how it had been used to help the NHS. It was agreed that more people might be willing to donate if they were clearer about the purpose. SG would follow up on this. It was noted that there were details of the laser cutter appeal on the school web-site.</p> <p>No further funding requests had been received. It was noted that there was not much money available to fund requests at present.</p>	
	<p><b>School Calendar Review - Consultation Evenings, Working Jointly on coming Events</b></p> <p>BD noted that he had not received a calendar from SB. SG suggested he ask for a Teams account to make it easier for him to see what was coming up.</p>	BD
	<p><b>Year 7 Welcome Pack - additions by PTFA</b></p> <p>SG explained that welcome packs are prepared each year for the new Y7 transfer students (current y6) and given out at Welcome Evening and it was hoped to continue to get information to new parents though it was noted that there would not be the usual event in July but welcome packs would still be prepared.</p> <p>NM noted that it was difficult to obtain contact email addresses or mobile numbers for new parents or to get their agreement to be contacted and sign a gift aid mandate.</p> <p>BD said he was looking into a mandate form from ParentKind to find ways of increasing contacts.</p> <p>CB suggested an electronic welcome pack would be more effective. It was noted that with new personnel at the school this might be more likely.</p> <p>BD would find out the deadline date for getting information into the pack.</p>	BD
	<p><b>Possible Events- dates- Virtual Musical Evening, BBQ</b></p> <p>It was suggested that the PTFA hold a BBQ in September, preferably a Friday evening. Although principally aimed at the new Y7 parents it could be opened to the whole school. It was noted that the date and other details needed to be agreed before the end of the summer term.</p> <p>BD would speak to the new music teacher about how we can work together on events.</p> <p>BD would try to meet with SB and NB to discuss ways of working together.</p>	BD/ SB/ NB
	<p><b>Update on Grants &amp; other means of raising Finance</b></p> <p>SG had the grants folder but did not have any active applications at present. NM noted that applications needed to be for specific causes. It was noted also that parents should be encouraged in the Welcome Pack to consider how they could help the school, for example, through match funding. A suggestion was made to list some known companies who were involved in match funding as parents might not realise this was available in their workplaces. It was noted that match funding typically raised high levels of donations.</p> <p>CB stated that she was a copy and tender writer so could help to apply for grants and tender. SG welcomed her offer. The school had not used grants much in the past but was keen to do so in the future.</p>	SG

	<p><b>EBS &amp; PTFA Lottery update:</b></p> <p>Winners for March to May were as follows:</p> <p>March: £35 (no. 88) - Ismael Pope  April: £15 (no. 40) - Victoria Baird  May: £25 (no. 7) - Anne Tamm &amp; £15 (no. 45) - Julie McGregor</p> <p>It was agreed that the lottery needed to be promoted as part of the pack for new parents especially as the amount of numbers allocated had fallen recently.</p>	SJH
	<p><b>Communication - Questionnaire for Parents</b></p> <p>BD suggested we adopt some formats promoted by ParentKind for a parental questionnaire. He would forward their email with relevant links. It was agreed that the questionnaire should be circulated in the autumn term.</p>	BD
	<p><b>AOB</b></p> <p>BD mentioned that the first national PTA week was taking place from 21<sup>st</sup> to 25<sup>th</sup> June to celebrate the work of PTAs across the country. There would be workshops available on ParentKind during that time aimed at fundraising, communications and exposure with businesses. BD would try and go along and would circulate details for others who might be free to attend.</p> <p>He noted that they were asking for nominations for people who had given outstanding service and he suggested nominating SG. SG left it to the PTFA.</p> <p>It was suggested that a quiz be scheduled for the autumn term, possibly 8<sup>th</sup> or 15<sup>th</sup> October. It was thought that Sean could be asked to be quizmaster.</p> <p>NM had links with Urban Alchemy (ex EBS students based in York Road), who had previously offered the profits from the sales of their beer at a PTFA event.</p> <p>It was noted that there was a lot of out of date beer as no events had been held. SG suggested we make bags up and accept donations for it. It was suggested that it could be given out on a Saturday morning. Volunteers were needed to sort out the beer.</p> <p>BD suggested a sub-committee be formed to discuss dates and events. It was agreed that as the PTFA committee was small this was a suitable forum for these discussions and that there was no need for sub-groups to form.</p> <p>SG said we need to find out what NB was doing with social media so we could be part of that communication plan. Younger parents may be on social media not email. He was not sure that people were reading the school newsletter.</p> <p>NM said there were various EBS groups on Facebook, and the governors needed to bring this up with the school in terms of its policy. It was acknowledged that the PTFA needed to find smarter ways of communicating. It was important to find ways of tapping into people who were willing to donate but would not necessarily want to be involved in meetings or events.</p> <p>BD thanked all those present for their attendance and contributions</p>	BD/ SB/ All
6	<p><b>Date of Next Meeting and Method</b> (e.g. Zoom/Teams)</p> <p>Thursday 15<sup>th</sup> July via Zoom</p>	BD

**Minutes taken by:** Fiona Perera, Secretary

**Approved by:** Bobby Daruwalla - PTFA Chair

