

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

Secretary: Fiona Perera

Meeting: PTFA	Date: 15th July 2021
Venue: Meeting via Zoom due to lockdown	Time: 7.30pm

Item No.	Item	Owner
1	Present: BD - Chair NM - Treasurer FP – Secretary SG SB DG joined during meeting	BD
2	Apologies: SJH, JS, JI, IP, CB, SC	FP
3	Approval of Minutes from last meeting held on 6th May 2021 and Matters Arising: The minutes were approved as a correct record.	BD
4	Financial Update - Treasurer's Report including Appeals NM reported there was £12428.75 in the bank. Funds needed to be allowed for lottery payments to the end of year. £12,000 was promised to the school so £428 remained. £1,300 was needed for potential lottery prizes for next year.	NM
5	ParentPay, Others It was noted that more focus was needed to encourage parents/carers to sign up to via Amazon Smile, the Giving Machine etc.to generate funds particularly when they shopped for Christmas goods.	SG/ BD
6	Stock Liquidation: Some stocks were still being stored but much needed to be disposed of as it was out of date due to lockdown. The space was needed for the facilities team. The wine and water could be kept. The alcohol would be stored in a secure area of the kitchen. NM suggested the PTFA buy lockable crates for more secure storage.	BD
7	Funding request updates: NM reported that there had been a request for an eco-project for the 4 th floor with plants and an ecological timeline. The project was in its early stages. SB would follow up with NB but the project would be carried forward to September when Mr Drugan was returning as the gardener.	BD/ SG
8	School Calendar Review - Consultation Evenings, Working Jointly on coming Events - Autumn BBQ welcome evening, Autumn Quiz ideas BD had met with NB and SB re event planning and increasing involvement from parents. It was agreed there was a need to update communications and improve use of social media.	BD/ SB/ NB

	<p>BD had met with the Head of Music, Ms Gough to discuss ways in which the PTFA could work with them. They had discussed ways of assisting at forthcoming events: Cabaret evening on 15th October, Christmas performance on 9th December and school musical on 24-26th February 2022.</p> <p>It was agreed that the PTFA could run the bar and possibly provide some food. BD would get further details. SG noted that a drinks licence would be needed.</p> <p>NM suggested we invite Urban Alchemy (ex EBS students) in to sell their beers. They would suggest to Mr Messios that there be an interval during the cabaret when drinks could be sold.</p> <p>SG suggested we produce a programme for all 3 events and look for companies to sponsor the event in return for an advert. NM suggested £50 for a full page advert, £100 to appear in the programme for all 3 events. £25 could be charged for a half page, £15 for a quarter page.</p> <p>DG offered to ask round local businesses. BD would try and find a suitable letter that could be taken to businesses. NM would ask Helen if PTFA members could have ID badges to show to businesses they approached.</p> <p>BD thanked SB for arranging meetings for him with members of staff.</p> <p>The BBQ was not likely to go ahead but it was hoped that the PTFA could have a presence at the Y7 and Y8 pastoral evening on 4th November and 21st October. This would be an opportunity to promote the lottery and Amazon Smile.</p> <p>It was agreed that the quiz would go ahead on 12th November. Sean Sweeney would be quiz master. NB should have artwork that could be used for posters to promote the quiz. The usual price formula would be used - £7.50 per ticket plus £5 for a strip of raffle tickets.</p> <p>NM will look into whether we can use a card machine as many people don't carry cash.</p> <p>SG would go through arrangements for the licence with BD.</p>	<p>BD</p> <p>DG NM</p> <p>NM</p> <p>SG/ BD</p>
9	<p>Engagement with Parents/ Staff/ Teachers / School Houses</p> <p>It was recognised that it was difficult to fund raise with the school houses as they raised funds for their own causes but it might be possible to liaise on future events.</p> <p>It was agreed to adapt the ParentKind questionnaire to suit the PTFAs needs. BD would send the form to NB and ask her to help. It was suggested that a Google form be used and sent out by the school. SG and BD would speak to LS to get her agreement.</p>	<p>SG</p> <p>BD</p> <p>SG/ BD</p>
10	<p>Year 7 Welcome Pack - outcome</p> <p>It was noted that this had gone out in electronic format.</p> <p>NM suggested that the PTFA get a regular section in the newsletter and include in it details of how people can help – Amazon Smile, Giving Machine etc. and have a regular set of details so NB knew what to include.</p>	<p>BD</p>
11	<p>Update on Grants & other means of raising Finance</p> <p>These were all linked to the appeal requests for funding in September and would be discussed then. SG had spoken to Helen re grants – they will try and apply but need to speak to school about specific needs in the autumn term.</p>	<p>SG</p>
12	<p>PTFA Lottery update – June and July Winners</p> <p>Lottery updates:. Prize draws for June and July were as follows:</p>	<p>SJH</p>

	<p>June £150 – No. 075 G Manning £35 - No. 113 (no winner) £25 - No. 132 (no winner)</p> <p>July £50 - No. 024 K Froget £25 – No. 126 (no winner) £15 – No. 012 S Kavanagh.</p>	
13	<p>AOB BD thanked all members of the PTFA for their work and continued support. He noted that it was important that the events planned were enjoyable.</p>	BD
14	<p>Date of Next Meeting and Method (e.g. Zoom/Teams) Thursday 16th September. SB will check if the school is open that evening, if not the meeting will be via Zoom.</p>	BD SB

Minutes taken by: Fiona Perera, Secretary

Approved by: Bobby Daruwalla - PTFA Chair