



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

Secretary: **Fiona Perera**

Meeting:	PTFA Meeting	Date:	Wednesday 8 th May 2019
Venue:	School Library	Time:	7.30pm

Item No.	Item	Owner
1	Present: SG – Chair FP – Secretary JBB SC SJH ET AP JS JI DG SS IP	SG
2	Apologies for Absence: IZ KS FS	SJH
3	Welcome: SG welcomed those present to the meeting.	SG
4	Approval of minutes from meeting held on 9th March 2019 and Matters Arising: The minutes were approved as a correct record of the meeting; proposed by ET, seconded by JI	All
5	<p>Financial Update: SG noted that the appeal last year had raised £8,000, the school had said they needed £5,000 so other money raised was allocated elsewhere; school needed £8,000 so the PTFA agreed to pay the balance which would come out of the general computer appeal.</p> <p>The bikes had originally been funded by the PTFA but were not in use as they needed repairs. School had been asked what funds were needed for repairs but hadn't given a figure. SJH noted there were not enough volunteers to run a bike club at present. The bikes were being used as part of the PT general rotation of sports but their use was limited to this</p> <p>It was confirmed that £2,000 could be spent from PTFA funds on Trampoline repairs. The request for the 3D printer had also been approved so could be ordered.</p> <p>SJH reported that ParentPay money continued to trickle in; £124 in April, £50 in May so far.</p> <p>The Artist in Residence had kindly created two images. First for the computer funds appeal of £25,000 and a second logo for the Catering team to look at ways of enhancing the speed of service, figure £15,000. In addition to this it was tabled that BBQ profits would be given to this</p>	SG/All

	<p>appeal. Details needed to be added about how to donate via ParentPay. I</p> <p>Giving Machine: the income for last period was £74 and the potential was there and would form part of the new PTFA newsletter that would be sent to a wide audience to highlight this method and others including Amazon and possibly.</p>	
6	<p>Funding Requests: The art cutter request would be carried forward. The PTFA did not have funds for the multi-printing press at present. Laser printer cost of approx. £10k not been formally proposed as yet.</p> <p>Encyclopedia Britannica - It was agreed in principle to continue funding.</p> <p>Post meeting note: The PTFA have requested clarity from the school whether this will be continued as overall use questioned, SG will follow up</p> <p>Amazon smile – A new PTFA email address was needed for this to go ahead. Mohan would be asked to set this up. Easy Fundraising would also be set that up and advertised in the new Y7 newsletter. SG would follow up.</p>	SJH/SG
7	<p>Appeals: Wording to match as best we can to match appeals with limited number of characters. The BBQ appeal would be added nearer the time. The appeals would be rotated till the targets had been reached.</p>	SJH
8	<p>Communication: SJH noted there was no easy way to email all parents with the current MIS. SJH suggest the BBQ be advertised in the newsletter. SG wants to be able to advertise BBQ and PTFA. It was agreed that texts be sent to parents. SG and JI would try and talk to LS about contacts with parents and report back. SG would speak to ParentKind for advice on contacting others and would circulate an update later in the term.</p> <p>Post meeting note: SG met with LS to review how best to move forward as both agreed this is key not just for communication and a way will be found to send email communications to all parents and guardians as PTFA communications forms part of the overall communication process. This will be followed up post exam period.</p>	SG/JI SG
9	<p>Social Media: SG asked if we could promote the BBQ through social media. He would check with LS re the lack of social media presence.</p> <p>Post meeting note. SG also discussed with LS and school starting to use SM in some areas and there are no restrictions and this will be followed in tandem with the communications point above - SG to report back soonest.</p>	SJH/SG
10	<p>PTFA Newsletter SG had spoken to Miss Foley (in charge of Admissions); she agreed to the PTGA newsletter being added to the welcome pack for new Y7. SJH said the newsletter would need to be completed by mid-June to Maria. School would print copies. Newsletter would be similar format to previous copy. ET would send the original to SC so her husband could update it. Needs to fit with school colour scheme/fonts.</p> <p>Post meeting note - Plan will be to send this by email to all parents and guardians across the school by the end of the school term with a view to refreshing parents' knowledge of the PTFA and opportunities to donate.</p>	SG/SJH/ET
11	<p>Lottery: April: 1st prize: £50: 236 no winner 2nd prize £25: 120 Mr Buxton 3rd prize £15: 61 Julie Hall</p>	

	<p>May: 1st prize £150: 114 Agnieszka Payne 2nd prize £35: 126 Tom O'Donnell 3rd prize £25: 91 Bernie Saleh</p>	
13	<p>School BBQ: The artist in residence had produced the poster which produced be put on the noticeboard, on the web-site, and in the EBS newsletter. Texts would be sent to parents. Students and families joining Y7 in September would be invited. SJH would look into dropping leaflets at Danegrove; FP would contact St Mary's School. SG had told governors. One had already volunteered to help. SJH had tried to contact alumni, they had not replied. JS knows Sid Draper and would ask him to invite alumni. SG encouraged everyone to invite people. Previous banners would be looked for in the plant room otherwise the artist in residence would be asked to create another. SG to meet crepe man. ET said the popcorn seller had confirmed. There would be a general bar and PIMMS bar. SG had a pre-mixed double G&T, and had asked for a special price on them. Mr Mariott would organise the music. The Big Choir should be performing. Activities –surf board, photo booth and hippos had been booked Photos: 6 x 4" all included in price of £1. £350 to hire booth and person, as many photos as you want. Print on the night. Dressing up props etc. would be provided. SJH asked for some props to advertise the event in assembly. YouTube clips could be used to advertise the Hungry hippos and surf board. Boards – ET had contacted a parent at Woodhouse Estates in Friern Barnet who would give £8 per board. About 40 boards were currently on the list but this would need to be checked to ensure all were still willing to have a board. A notice would be in the EBS newsletter for people willing to have boards to let PTFA know. ET would send SJH the wording for Nina to include in the next EBS news. Match funding: So far Barnet windows were offering £350 towards surf board and hippo, £480 was promised from Corinne Pointer, Barclays would give £1000 matched funding on refreshments. Barnet Windows had quoted 3.5k for a canopy at the kiosk. This would be part of the appeal. SG would check where BBQs were. Mario would bring Greek BBQ. Disposable BBQs would be used for vegetarian options. Event would be from 6pm-9.30pm.</p> <p>Post meeting note: Banners found and date being amended</p> <p>Volunteer list: 6 people required from 3.30pm for set up: JBB, ET, SG, JI, facilities team; DK and JK had been asked. SC, JI and AOP would be there from 5pm. JS would ask her daughter. JI and Todor would do the BBQ. JK had been asked. JI would light BBQ Tina would buy meat and pre-cook the food. Tina had 2 helpers on the Greek BBQ. Mr Zane had agreed to help. Field activities: 2 people needed to take wrist band money Bar: ET and JS, DG would come later and help clear up; other volunteers were also needed IZ would be asked to help with soft drinks SJH might be able to help with Finance SC would do raffle tickets Mr Mariott would need help organising the music SG would invite Mr Christou ET and SG would sort out the shopping NM would sort floats Prices would be rounded to 50p or £1</p>	All

14	<p>Other dates</p> <p>Music concert on 20th June starts at 7pm so help needed on the bar from 6pm. There was also an art exhibition that evening. The TEN was in place from 5pm so PTFA could be there from then. AP, ET and SG would be there. SJH suggested we have flyers for BBQ at that event. An additional volunteer is needed for this event.</p> <p>Transfer night 2nd July (Tuesday), JBB offered to help. 6pm start. We would be in 6th form area, SG would speak. SS volunteered to help. There would be a form for parents to sign up to help. Additional volunteers are needed for this event.</p> <p>Please contact pta@eastbarnetschool.com if you are able to help with the above.</p>	All
16	<p>Any Other Business: A cheese and wine event was proposed for late September (6.30-8.30pm, exact date to be confirmed): an informal evening to meet the PTFA and governors. It would be advertised at the transfer evening on 2nd July and in the PTFA newsletter.</p> <p>JS reported that Jason Killip was keen to continue as quiz master. She was asked to get him to suggest a date in October or November and come up with a theme.</p>	All
17	<p>Date of Next Meeting: Social at the Prince of Wales, Friday 12th July at 7.30pm</p>	

Minutes taken by: Fiona Perera, Secretary

Approved by: Stuart Gates - PTFA Chair