



Bishop Vesey's Grammar School

Parents Teachers Friends Association (PTFA)

Notes: Monday 12th November 2018

Item	Who	When
<p>1. Welcome – Mark Abbott (Chair) Present: Maxine Hanley, Caroline Moore, Elizabeth Mitchell, Juliet Sweeney, Liz Brennan, Julia Van Loon, Jayne Blackburn, Sarah Ayto, Richard White, Georgina Southgate, Sally Lugg</p>		
<p>2. Apologies – Sam Khan, Kate Barnes, Dave Goodwin</p>		
<p>3. Notes of the last meeting</p> <p>a) Process agreed of LB sending to MA first who will then approve/amend and return to LB who will then distribute. GS and SL to ensure uploaded onto website.</p> <p>b) RW informed the group that a formal paragraph would need adding to the AGM minutes regarding the constitution. RW to forward wording to MH.</p>	<p>LB, MA, GS, SL</p> <p>RW, MH</p>	<p>On-going</p> <p>Next Meeting</p>
<p>4. Declaration of Interest - none</p>		
<p>5. Matters Arising</p> <p>a) <u>Constitution</u> – RW explained that not everyone on the PTFA will need to put themselves forward to be a trustee, however there will need to be at least 3 people. As a trustee, you will have voting rights and a shared duty of care. RW circulated further information to explain the main duties of a trustee and what it really means. All to read and feedback on who will be put forward at trustees for next meeting (forms to be signed and dated 22/10/18 – AGM).</p>	All	Next Meeting
<p>6. Treasurer's Report</p> <p>a) RW announced that the accounts for last year were officially signed off by an independent examiner. From 1 Sept-17 to 31 Aug-18 the account balance at that date was £4118. It was noted that this also did not include the 50/50 club.</p> <p>b) The current balance including sale of scarfs and the curry evening is £4604.45.</p> <p>c) RW also mentioned that he had just paid out £100 for the comedy night deposit and £275 for the speech night.</p> <p>d) At present there is only one authorisation for on-line banking. RW to organise a second person.</p>	RW	Next Meeting

<p>7. 50/50 Club</p> <p>a) 89 members currently</p> <p>b) October draw – No. 113 – Mr Nigel Brennan</p> <p>c) Outstanding actions from October meeting</p> <ul style="list-style-type: none"> - 1 cheque for this September winner – no 12 – MJ Eagleton – to go out and this to be mentioned on newsletter with link to 50/50 form - All monies to Treasurer for depositing <p>Max to re-promote after Christmas (1st week back) and the form to be available at all PTFA attended events</p>	<p>MH</p> <p>MH</p>	<p>Next Meeting</p> <p>Jan'19</p>
<p>8. Events</p> <p>a) Y7&8 Discos (9th Nov 18, 18th Jan 19, 5th Apr 19, 21st Jun 19) Another successful disco hosted by Sutton Girls which was thoroughly enjoyed by all who attended. The next disco is on 18th Jan 2019 and will this time be hosted by BVGS. Tickets will go on sale at the beginning of January.</p> <p>b) Comedy Night (8th Feb 19) Events Champion MH MH confirmed that all the acts are now booked and application forms are designed and will be ready to send out Monday 19th Nov. Tickets will be sold at £15 pp and drinks and snacks will be on sale at the event. The committee discussed how the evening may be organised and all agreed that the bar should be closed during the acts to prevent noise/disruption, however, an option for pre-ordering drinks will be available. Seating arrangements still to be discussed. It was suggested that the events team hold a separate meeting to further discuss/organise at 7pm on 26 Nov 2018 at The Hardwick Arms.</p> <p>c) Quiz Night (22 Mar19) Events Champion CM CM explained to the committee that tickets would go on sale at the beginning of February 2019 for the Quiz night and that application forms would make it clear that all drinks would be on sale at the event (i.e. not brought in from home). The idea of having fish and chips available and included in the price was discussed and it was agreed that CM investigate how this could work. A separate meeting will be arranged with the events team and potentially include some of the Y7 parents who have expressed an interest in supporting events – CM to organise.</p> <p>d) Race Night (3 May19) It was agreed that this should be on hold at the moment due to the organisation of the Summer Party.</p> <p>e) Summer Party (22 Jun19) Events Champion MH MH outlined the proposed vision so far for this family event. The idea of selling raffle tickets to be drawn at the summer party was also discussed and it was agreed that this could generate some real income. Further detail to be discussed at the next meeting. It was suggested that a separate meeting should be organised to delegate actions to the events team. MH to organise.</p> <p>f) Penny drive – A great and simple idea for fundraising. Started 5/11 and boys should have been notified, however some of the parents of Y7, 8 and 9 were unsure if their boys know about it. MA to ask DR if the Penny Drive could be read out again to the classes, a letter to possibly go to parents and if the event could continue until Christmas.</p>	<p>MH</p> <p>Events members</p> <p>CM</p> <p>CM</p> <p>MH</p> <p>MA</p>	<p>19/11/18</p> <p>26/11/18</p> <p>Next Meeting</p> <p>?</p> <p>Next Meeting</p> <p>ASAP</p>

<p>9. Any Other Business</p> <p>a) <u>PTA Events Website</u> – GS shared a really interesting website that could support in the ticket sales and organisation of PTFA events. Link sent – all to investigate and GS to look over T&Cs and how it could work with a Paypal account.</p> <p>b) <u>Fundraising</u> – It was agreed that when promoting events, it would be useful for parents to understand what the fundraising is for.</p> <p>c) <u>Scarves</u> – Due to the amazing sales of scarves this year, GS to investigate future suppliers. MH to collect outstanding scarves.</p> <p>d) <u>New Logo</u> – MA to ask DR</p> <p>e) <u>Christmas Concerts (17/18th Dec18)</u> EM explained that Leslie Overton / Mr Buxton are asking for help and support for this school event. EM to ask for a wish list of what is needed and ask the parent helpers for support.</p> <p>f) <u>Easy Fundraising</u> – This is a fantastic way to raise funds for the school. It works by accessing a huge number of shopping websites via the Easyfundraising browser. It does not cost you a penny extra and a small donation is given to the PTFA. See https://www.easyfundraising.org.uk MA to ask DR to add onto the newsletter and potentially mention as part of the parents’ evenings.</p>	<p>All GS</p> <p>Events team</p> <p>GS/MH</p> <p>EM</p> <p>MA</p>	<p>Next Meeting</p> <p>On-going</p> <p>Next Meeting</p> <p>Next Meeting</p> <p>Next meeting</p>
<p>Next meeting; 3rd December 2018 – 7pm at The Four Oaks Pub (Belwell Lane, B74 4TR)</p>		