



Bishop Vesey's Grammar School

Parents Teachers Friends Association (PTFA)

Notes: Monday 3 December 2018

Item	Who	When
1. Welcome – Mark Abbott (Chair) Present - Maxine Hanley, Elizabeth Mitchell, Dave Goodwin, Liz Brennan, Sarah Ayto, Richard White, Georgina Southgate, Sally Lugg,		
2. Apologies – Sam Khan, Kate Barnes, Caroline Moore, Juliet Sweeney, Jayne Blackburn, Julia Van Loon		
3. Notes of the last meeting Agreed as correct		
4. Declaration of Interest None		
5. Matters Arising		
a) Constitution –RW still awaiting forms	RW	Ongoing
b) Agreed that system of distributing minutes is working well. MA to check with Sharon Weblin and Theresa Jones re communication between PTFA and school.	MA	Next Meeting
c) Formal paragraph needs adding to the AGM minutes regarding the constitution. RW to forward wording to MH	RW, MH	Next meeting
d) PTA Events Website – GS/RW to look over T&Cs and how it could work with a Paypal account.	GS/RW	Next meeting
e) <u>Scarves</u> – GS brought two example scarves. One would cost £4.63 + VAT per unit plus embroidery. It was felt to be a little thin though. The alternative option is a thicker one at £4.50 + VAT each but would require a minimum order of 150. It was agreed this was the better scarf. No school name but mitre embroidered on it instead. GS to arrange for scarf and beanie hat to be mocked up and sent to MA. DG to obtain eps/AI of Mighty Mitre. DG also to seek approval from DR (bearing in mind our contract with Maudesport).	GS, DG	Next meeting
f) <u>Logo for PTFA</u> - DG to ask selected students to create new logo	DG	Next meeting
g) <u>Easy Fundraising</u> – This has been included in the newsletter.		
h) <u>PTFA Website</u> DG to ask Graham Swindells to add forthcoming events to school website. Gmail account for PTFA emails also needs to be explored.	DG	Next meeting

<p>6. Treasurer's Report</p> <ul style="list-style-type: none"> - Current balance is £4619.49 - RW still awaiting final amount for speech night. Expected to be in the region of £275 (last year's figure). - PTA website - RW to look into setting up a Paypal account. 	<p>RW RW</p>	<p>Next meeting Next meeting</p>
<p>7. 50/50 Club</p> <ul style="list-style-type: none"> - Current balance £3354.00 - November draw – No.16 – Mr Stretton. To be announced in school newsletter with link to 50/50 application form. - Maxine to re-promote in the New Year and the form to be available at all PTFA attended events. 	<p>MH</p>	<p>Jan '19</p>
<p>8. Events</p> <p>a) Y7&8 Discos (18th Jan 19, 5th Apr 19, 21st Jun 19) Disco on 18th Jan 2019 will be hosted by BVGS. Tickets will go on sale 8th/9th January. SL & GS will organise letter to parents/carers. EM, SL and LB to sell tickets at Sutton Girls' school/BVGS. MH to send ticket template to EM to get printed. SK will organise risk assessment of the event. Discuss finer details in January PTFA meeting.</p> <p>b) Comedy Night (8th Feb 19) Events Champion MH MH confirmed that all the acts are now booked and paid for. Letters have gone out to parents but sales are slow. Need to sell 60 tickets - discuss in January meeting if not enough tickets sold. We have until 4th Jan if we decide to cancel. MH to organise printing of flyers to be distributed at the Christmas concert. Graham will need dates to organise the license for the bar.</p> <p>c) Quiz Night (22 Mar 19) Events Champion CM 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 May 19) On hold.</p> <p>e) Summer Party (22 Jun 19) Events Champion MH MA to discuss with DR as Aspens have not come back to MH re street food. Entertainment also to be reconsidered as band will be expensive. Raffle ticket idea agreed on.</p> <p>F) Penny drive – This is up and running in classes.</p> <p>G) Christmas Concerts (17/18th Dec 18) Mr Buxton has asked for help and support for this school event. EM to email MA with specific info for MA to send out to the list of parent helpers. DG will arrange for school officers to help on both evenings. DG to arrange for PTFA badges to be made for helpers and worn.</p>	<p>SL, GS, EM, LB, MH, SK All CM MA MA, DG, EM</p>	<p>Next meeting Next meeting Next Meeting Next meeting 17/18 Dec '18</p>
<p>9. Any Other Business</p> <ul style="list-style-type: none"> - STEM Block Contribution - £5000 to be paid to BVGS (£2000 from 50/50 account, £3000 from PTFA account). MA to ask DR to include this in school newsletter. - 'Thank You' Biscuits for BVGS from PTFA - EM to check with SK re number of boxes required. 	<p>MA EM</p>	<p>Next Meeting 21 Dec '18</p>

Next meeting; 14 January '19, 7pm, The Hive, BVGS