



Bishop Vesey's Grammar School

Parents Teachers Friends Association (PTFA)

Notes: Monday 14th January 2019

Item	Who	When
1. Welcome – Mark Abbott (Chair) Present: Maxine Hanley, Elizabeth Mitchell, Brian Davis, Liz Brennan, Sarah Ayto, Richard White, Georgina Southgate, Sally Lugg, Sam Khan, Caroline Moore, Juliet Sweeney, Jayne Blackburn, Julia Van Loon		
2. Apologies – Kate Barnes, Dave Goodwin		
3. Notes of the last meeting a) Formal paragraph needs adding to the AGM minutes regarding the constitution. RW to forward wording to MH. b) PTA Events Website – GS/RW to look over T&Cs and how it could work with a Paypal account – BD suggested using Easyfundraising instead and to speak to Becky Coleman - SL c) <u>Scarves</u> – Permission has been given from the school to sell scarves and beanies. It was agreed that we would hold off selling scarves until September 2019. GS to find out what the lead time on production is. GS to arrange for the beanie hat to be mocked up and send to everyone and find out what the minimum order is. BD to obtain eps/AI of Mighty Mitre and forward to GS. Price per hat = £3.68 without turnup/£3.88 with turnup (excl VAT). It was agreed they would be sold for £10 each. d) <u>Logo for PTFA</u> - DG to ask selected students to create new logo e) <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. There is a section now though on the school newsletter re events etc.	RW, MH GS/RW,BD SL GS, BD DG DG	Next Meeting Next meeting Next meeting ASAP Next meeting ASAP
4. Declaration of Interest - none		
5. Matters Arising a) <u>Constitution</u> –RW still awaiting forms – re-issue forms	RW	Next Meeting
6. Treasurer's Report a) Current balance is £7557.49 b) The school will invoice the PTFA for speech night (£325) and for the next instalment on the Stem block (£5000). BD to organise invoices from the school (and for the previous payments for the Stem block).	BD	Next meeting
7. 50/50 Club - December draw – No.84. To be announced in school newsletter with link	MH	

<p>to 50/50 application form.</p> <p>- Maxine to re-promote after 21st February 2019 and the form to be available at all PTFA attended events.</p>	MH	Next Meeting
<p>8. Events</p> <p>a) Y7&8 Discos (18th Jan 19, 5th Apr 19, 21st Jun 19) Events Champions SK Disco on 18th Jan 2019 will be hosted by BVGS. Tickets will go on sale this week at both schools. Letters have gone out and helpers to support EM and SK organised. Tickets printed and risk assessment done. MA to email those parents who offered help previously to see if anyone can help on the night. Sam Khan will pay ticket money directly into PTFA bank account.</p> <p>b) Comedy Night (8th Feb 19) Events Champion MH MH confirmed that 84 tickets have now been sold but we have capacity for 150. We discussed how the drinks would be ordered as to not disrupt the acts on stage and also the arrangements for lighting that they need – MH to ask the organisers and then discuss lighting with BD. MH to send an email detailing what is needed and what help is needed on the night. It was agreed that those attending would not be allowed to bring their own alcohol to the event but could bring snacks – MH to email all attendees to politely remind them of this.</p> <p>Grahame will need dates to organise the license for the bar.</p> <p>C) Quiz Night (22 Mar 19) Events Champion CM GS to send flyer to CM which could be distributed at Comedy Night. 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. CM has explored various options for food on the night to be included. It was agreed that all attendees should pay for their tickets in advance.</p> <p>D) Race Night (3 May 19) On hold.</p> <p>E) Summer Party (22 Jun 19) Events Champion MH It was discussed that Aspens catering for this event would not be a viable option. BD to discuss entertainment options with Mr Buxton. Proposed date of 22 June clashes with O/V sports reunion day and may need to be changed.</p> <p>F) Raffle – Events Champion EM EM suggested that the raffle could bring in significant revenue for PTFA fundraising and so it should be considered a separate event to the Summer Party (especially as this event is still not set in stone). EM to organise a separate meeting with the events co-ordinators and discuss at the March meeting. Raffles fall under the terms of the Gambling Act 2005 and RW said he will check stipulations. Has the school given the PTFA the OK on this? MA to confirm.</p> <p>G) Penny drive – Massive congratulations to the boys in year 7 who really pushed this event and raised £343. MH to ask Graham to raise a cheque for the £343 to be given to the PTFA. 7W won the prize by collecting the most and will be rewarded with Crisp Krispy Crème donuts and a gluten</p>	<p>EM, LB, MH, SK</p> <p>MH and all</p> <p>MH</p> <p>CM</p> <p>BD</p> <p>EM, RW, MA</p> <p>MH, BD, RW</p>	<p>Next meeting</p> <p>ASAP</p> <p>ASAP</p> <p>Next Meeting</p> <p>Next Meeting</p> <p>Next Meeting</p> <p>Next Meeting</p>

