



Bishop Vesey's Grammar School

Parent Teacher Friends Association (PTFA)

Notes: Monday 8th July 2019

Item	Who	When
<p>1. Welcome – Mark Abbott (Chair)</p> <p>2. Present: Maxine Hanley, Liz Brennan, Sarah Ayto, Richard White, Jayne Blackburn, Brian Davies, Julia Van Loon, Elizabeth Mitchell, Georgina Southgate, Caroline Moore</p>		
<p>3. Apologies – Sally Lugg, Kate Barnes, Sam Khan</p>		
<p>4. Actions of the last meeting</p> <p>a) <u>Use of Paypal to collect payment for events</u> To be explored at a later date.</p> <p>b) <u>Scarves/Hats</u> –GS to place order for 150 scarves and 50 turn-up hats (once proof approved by 3 of the PTFA). They need to be ready for September. Opportunities to sell them include - school newsletter, sports matches, welcome evenings and rugby/hockey tours.</p> <p>c) <u>Logo for PTFA</u> - New logo agreed on. BD to obtain final image which will be used in all future communications and on our banner.</p> <p>d) <u>50/50 Club</u>- MH still has 13 members for which we do not have their contact details. She will see if school office can assist.</p> <p>e) <u>New Year 7 Parents</u> - MA to compile an email welcoming the new parents, inviting them to our meetings (incl AGM) and advising them of events should they wish to volunteer/attend. A copy of (Ryan's) flyer will also be attached. Parents will need to confirm if they decide to be removed from our contact list.</p> <p>f) <u>GDPR</u> -Agreed that current documentation and procedures are accurate and correct. MA asked that we all do a final check of the documents. It was agreed that parents' info will be held on our records for 8 years (7 academic years plus one) and this needs to be included in our documentation. MA to send all documents to GS for his approval. It was felt that all members of PTFA should have training on GDPR - BD confirmed we could use room FF9 in September's meeting. We are responsible for a £40 charge to the ICO and EB/RW will establish how to pay this.</p>	<p>GS</p> <p>BD</p> <p>MH</p> <p>MA</p> <p>All MA (GS) EB/RW (£40 fee)</p>	<p>Dec 19 Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p>
<p>5. Declaration of Interest None</p>		
<p>6. Matters Arising None</p>		

<p>7. Treasurer's Report Current balance £2725.64 Final payment of £5000 for the STEM block has been paid to school</p>		
<p>8. 50/50 Club</p> <ul style="list-style-type: none"> - July draw – Number 96 - Nikki Allison. To be announced in school newsletter with link to 50/50 application form. - 50/50 Club will also be re-promoted in September 	<p>MH</p> <p>MH</p>	<p>Next Meeting Sept '19</p>
<p>9. Events</p> <p>a) <u>Y7&8 Discos</u> 21st Jun - BVGS Events Champions EM and SK Another successful evening - £974 raised The following questions were raised which were subsequently answered by GS on 9/7 :</p> <p>Q. Adult to child ratio? A. 1:10. BVGS would like to have at least 2 members of staff but could run with one SLT</p> <p>Q. Could Officers help? A. They could support if DTG agreed but they are classed as children.</p> <p>Q. Should all volunteers have a BVGS DBS? A. Yes and school would pay.</p> <p>b) <u>Raffle</u> Events Champion EM BD to confirm with GS some options for what the PTFA could raise the money for. On hold until Spring 2020.</p> <p><u>Events - Academic Year 2019/2020</u></p> <p>c) <u>Welcome Curry</u> - 17 October 2019 Events Champion CM CM to check with GS re: school canteen and Aspens re: food.</p> <p>d) <u>Comedy Night</u> - 22 Nov 2019 Events Champion MH</p> <p>e) <u>Discos</u> 24 Jan BVGS, 27 March BVGS Events Champions EM/EB Agreed that the November and June discos would be held at SCGSG. BVGS dates are now agreed, DJ booked.</p>	<p>EM BD</p> <p>CM</p> <p>MH</p> <p>EM/EB</p>	<p>Next meeting</p> <p>Next meeting</p> <p>Next Meeting</p> <p>Next meeting</p>

