

Trinity School PTA

MINUTES

Fri 30 Sept 2016 at 8am– Held in White House Meeting Room

Attendance	Role
Shona English (SE)	Vice Chair
Alistair Wilson (AW)	Treasurer
Mel Watson (MW)	Parent
Claudia Galveo (CG)	Parent
Natalie Coen (NC)	Parent
Stephanie Cox (SC)	Parent
Emma Ross-McNairn	Parent
Mr Alan Webber (AW)	Teacher

Agenda Item		Action
1. Apologies	Apologies were received from Lisa Stroud, Ange Bingham & Mrs Eaton-Jones	
2. Minutes and matters arising from last meeting	SE provided brief summary of Swim BBQ. No other matters from last meeting.	
3. Finance Update	<p>AW prepared financial summary following Swim BBQ. Total income was £437.83, following payments for food, drink and lifeguards equates to profit of £91.19 (but approx. £130 in leftover drinks and still awaiting BBQ hire invoice).</p> <p>Current balance in PTA account is £2,853.21. AW to check whether Easyfundraising making payments to PTA account.</p>	AW to check PTA account.
4. Curry & Quiz Night	<p><u>Date</u> - Fri 11 Nov from 7.30pm in Refectory. <u>Cost</u> - £9 entry including curry & a drink. <u>Tickets</u> – MW to prepare tickets and Mr W will print. Will be available from 11 Oct and sold via secretaries in Prep & Senior and on Fri afternoons in playground. Each PTA member can also sell tickets to parents in each year group. NC can cover Year 7 but need more Senior involvement. Cut-off date for selling tickets is Fri 4 Nov when need to confirm food order. <u>Food</u> – SE, MW, CG & SC spoke to Sue(?) from Catering and provisionally agreed date and menu (chicken tikka masala, chicken madras and veg curry with rice and naan bread. SE to speak with temp Head Chef (Bridget) next week to confirm menu & costs <u>Drinks</u> – SE, MW, CG & SC reviewed stock in PTA cupboard, will need to buy more based on ticket sales. Will set up bar on the night. SC has personal license for selling alcohol & Bookers membership. <u>Publicity</u> – MW to prepare posters. SE to add info in Prep Weekly, Senior Voice, Trinitonian and Facebook.</p>	<p>MW to prepare tickets & posters.</p> <p>Mr W to arrange printing.</p> <p>SE to confirm menu with Catering.</p> <p>SE to add info in publications.</p>

	<p><u>Other</u> – Lawrence Coen will be quizmaster. Bottles of wine/Prosecco for prizes.</p>	
5. Future Events	<p><u>Prep Disco</u> – SE to ask Mrs EJ for potential date this term. Possibly Fri 25 Nov?</p> <p><u>Prep Movie Night</u> – to be held next term</p> <p><u>Senior Disco</u> – provisionally arranged for next term (Jan?) NC confirming date and checking that booking made with Enigma. SE to speak with Barb Foster about past Senior discos. Need to discuss in more detail at next meeting.</p> <p><u>Pantomime</u> – SE to look into group tickets (usually heavily discounted) for Xmas pantomime at Princess Theatre, Torquay and report back to group.</p>	<p>SE to confirm date for Prep Disco.</p> <p>NC to confirm date & booking for Senior Disco. SE to obtain further info from Barb.</p>
6. Funding Requests	<p>Brief discussion on action required to complete funding request process. At Bidding Meeting on 13 June we discussed the bids received (overview below for reference, today’s discussions highlighted in red):</p> <ul style="list-style-type: none"> • Nursery – 3 benches for outside use (approx. £170). Provisionally agreed and Mr W suggested Mr Donaldson (Senior teacher) may be able to make benches if provided with materials. Mr W spoke to Mr Donaldson, he’s happy to have Senior project to make benches. SE to put Nursery and Mr Donaldson in touch with each other to discuss further. • Reception – 2 x play tents & 2 x kitchen sets, approx. £150. Agreed to 1 x play tent & 1 x kitchen set as need new equipment. Mrs May has purchased items and awaiting receipt to make payment. • Forest school – parachute cover until permanent roof in place, approx. £175. Agreed to request as all of Prep use facilities. Mr W informed Mrs Sutton, unsure if cover has been purchased yet? • Drama – various items, approx. £5,000. Need more information to consider request, ask for itemised breakdown of costs for next meeting. To be considered further following SLT meeting. • Multi-gym – new equipment, approx. £4,000. To be considered further following SLT meeting. • Swimming pool – also discussed potential for a 	

	<p>larger project of putting roof on swimming pool as used by whole school and could also be used outside school hours for private hire. All agreed that could be worthwhile project but need to consider other issues (such as costs for all-year round heating of pool etc) before making a decision.</p> <p>For future bidding process, agreed there should be mandatory attendance at the bidding meeting for those making requests. There can be a representative for requests up to £250. For amounts over £250 the requestor should attend. AW suggested further discussions with Mrs EJ & Mr Coen to agree process for future bidding process including another review of bids where we needed further information.</p>	
7. Date and time of Next Meeting	TBC	

Meeting closed 9.00am