

St Joseph's College P.T.F.A.

Minutes of meeting held on

6th February 2017 @ 7pm

1	Present	Tracy Middleton, Doreen English, Dominic McKenna, Alex Baines, Heather Sproston, Claire Topping, Carmen Chilie, Simon Pover. Harry McCauley, Yvonne Licata.	Actions
2	Apologies	Janet McCauley, Tammy Walker, Marie Parkes, Julie Dudley, Charles Irvine, Keli Shipley, Sarah Parker, Kasia Watts, Claire Snape	
3	Opening Prayer	Prayer was led by Mr McKenna	
4	Minutes of previous meeting	Minutes of our meeting held on 9 th January 2017 were accepted as a true record. Proposed Alex Baines, seconded Doreen English	
5	Matters arising thereof	<p>SIGNATURES - Mandate forms are now completed so new signatures will come into effect as soon as the Bank agrees them.</p> <p>800 Club - Tracey now has access to statements online although still trying to get paper statements delivered to her address.</p>	
6	Treasurers Report	<p>Current Balance £21545.77 PTFA Insurance £113.00 Harry has received from the school a statement for items which we have agreed to purchase</p> <ul style="list-style-type: none"> • PE Equipment • Mini Bus • Calendar's <p>Included in this was an amount for Road Tax on the Mini Bus, after a short discussion the meeting agreed that this really was running cost item and Harry would get this removed. Account are nearly ready to go to the accountants for audit.</p>	Harry McCauley
7	800 Club	<p>Current Balance £5337.72 We have 4 unpresented cheques of £200 each. The draw for November - January</p>	Tracey

		<p><u>November</u> £200 -John Catalano Flowers -Liberty Verueco</p> <p><u>December</u> £200 - Carol Wright Flowers - Andrew Lowe</p> <p><u>January</u> £200 - Charles Irvine Flowers - Imogen Thompson</p>	
8	Web Shop	Doreen - would like to do more with this but requires the Passwords etc from Kate Brown, Alex Baines to sort	Alex
9	Forth coming Events	<p>FASHION SHOW - currently sold 32 tickets with more to go out this week, we will be selling on the door. Alex to run Chocolate Tombola We have had one offer of a model from the 6th Form Carmen, Heather, Tracey. To model</p> <p>Sub Committee for the Enterprise Fayre - Alex to lead this, Carmen, Tracy, Yvonne, Doreen, others to be added when they have been asked Tammy, Keli Alex to arrange suitable date</p>	Alex
10	Monthly Meetings	The meeting had a brief discussion about the regularity of meetings and would trial holding monthly meeting Sept/Oct/Nov/ then from December bi-monthly. Working on better communication now so this runs smoother.	
11	Fund Raising Ideas	<p>Various ideas were put forward</p> <ul style="list-style-type: none"> • Car boot on the carpark • Comedy night • Film night • Auction • Cabaret night by the Staff • Christmas shopping trips • Car wash 	

		<ul style="list-style-type: none"> • Curry/Chinese night • Ball <p>In April letters to go out to various local company's for requests for prizes ie Drayton Manor, Emma Bridgewater, Alton Towers, Snow Dome, Flip Out , Tubing so these can be used for raffle prizes throughout the year.</p>	Heather
12	Policy	NEWSLETTER - discussed sending out a newsletter in April following the AGM and again in September. To include photographs of the new committee and contact details, photographs of any items we have funded. Heather to sort this out and this would be printed professionally.	Heather
13	Any Other Business	<p>APRONS- Heather to contact Kasia and Order 12 new aprons with pockets.</p> <p>NAME BADGES - this has been agreed in principle with the DT department we need a design</p> <p>STORAGE BOXES - for Tombola disks. Mr McKenna was asked if he would ask the DT department if it is possible to have small boxes made with slots to house the tombola disks in number order.</p> <p>TOMS GARDEN - Harry reported that things for the garden have now moved on with sub base and hardcore going down. Harry asked if the PTFA would be willing to fund the supply of benches for this space, Agreed £500 proposed Heather Secoded Tracey</p>	<p>Heather/Kasia</p> <p>Mr McKenna</p> <p>Harry</p>
13	Date and Time of our next meeting	Monday 6th March 2017 7pm RE1	