**St Joseph’s College PTFA**

**Minutes of meeting held on 5th December 2016 @ 7pm**

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| **1** | **Present** | Tracy Middleton, Alex Baines, Dominic McKenna, Sandi David, Sarah Parker, Doreen English. Helen Butters, Charles Irvine, Tammy Walker, Yvonne Licata, Julie Dudley, Simon Pover, Heather Sproston |
| **2** | **Apologies** | Janet and Harry McCauley, Pina Stone, Keli Shipley, Kasia Watts. |
| **3** | **OPENING PRAYER** | Led by Mr D McKenna |
| **4** | **Minutes of previous meeting** | The minutes of 7th Nov 2016 were accepted as a true record  Proposed Doreen English, seconded Charles Irvine |
| **5** | **Matters arising thereof** | **Twitter and Facebook account** - after a short discussion the meeting agreed that the Facebook account be discussed in length about having this as an open group rather than closed. Although some felt that this was not a good idea.  Sarah Parker agreed to look at the Twitter account and run this, Heather to find the password for this account and pass it on. |
| **6** | **Treasurers Report** | Bank Balance as at 4th November 2016 £21715.32  Cash in hand £ nil |
| **7** | **800 Club** | Bank Balance does not take account of funds going out from the draw in September £5939.25  The committee witnessed the draw Sept & Oct 2016 list of winners as below. Tracey waiting for missing statements to enable the draw to go ahead up to date. |
| **8** | **Web Shop** | Still require someone to be responsible for this. Flier was sent out. |
| **9** | **Review of Events** | **Family Fun Night –** Went well with 22 families attending some families were not able to go. But this event for it to be more successful evening does need 40 tickets to besold. The PTFA have received a letter of thanks for putting on such a good evening from a family who attended.  **Christmas Fayre -** £2232.60, without all expenses taken into account. Thanks to all who helped  Main change that we would make next year is for the floats to be reduced down with the exception of the Kitchen,  List to be drawn up of contact details of helpers.  Thank you gift given to Kitchen Staff and Santa. Gift for Caretakers Staff to be delivered to school  6th Formers would be good to remember to contact Mrs Cirino to ask for there help. |
| **10** | **Forth Coming Events** | **Fashion Show February 10th –** Poster for Parent Mail - Keli has done this.  We require adult models. Tickets £2.50 per head bring your own nibbles and drinks. Save the date poster to be sent out.  Contact Mrs Cirino to see if any of the 6th form girls are interested in modelling. Short discussion took place about event bright – this to be looked into for ticket sales. Raffle prizes required for this event. |
| **11** | **Requests for Funds** | Mini Bus – this is still ongoing Dave Thorley has found a bus to suit the needs of the school and this is less than original estimate. Sign writing will be extra over cost on this.  New Funding request has been made by the Arts Department.  As attached document.  After a brief discussion the meeting agreed to fund this request, Again would ask for photograph’s taken of the work in progress and finished article , for use in our publicity shots. |
| **12** | **Policy** | Time Management - From January we are going to attempt as far as is possible to publicise events ahead of time. This means that posters, fliers, tickets etc being designed and going out in good time, so that we do not have to cancel events.  **List of Contacts** - A list to be drawn up of contacts, To ask for the schools help in this with an opt out option - Just Data Protection to be considered. |
| **13** | **Any other Business** | A short discussion was held about 2017 ideas for fund raising and agreed that 9th Jan be given over this, for a brain storming of ideas, also to have a suggestion box available for parents/students to contribute their ideas  Christmas get together - 7pm at Sanjeev’s Baddeley Green  New Apron’s - Heather asked if it would be possible to have some new aprons as the current ones are starting to look a little tatty and invariable we don’t have enough to give to everyone. Meeting agreed to spend upto £120.00 pounds to include logo and if possible pocket.  It was also felt that we could do with say 2 more Go Pack tables these to be priced up.  Video - Mr McKenna was asked if the PTFA video could be updated to include some of the newer purchases and mini bus when this arrives. |
| **14** | **Date of next meeting** | **Monday 9th January 2017 7pm** |