

**St Joseph's College P.T.F.A.
Business Meeting held on
1st April 2019**

1	Present	Rebecca Latham, , Marie Parks, Heather Sproston, Julie Dudley, Harry McCauley. Keli Shipley, Kasia Watts, Adele Ovenden, Peter Plum, Andrea Davis	Actions
2	Apologies	Janet McCauley, Maria Leligowicz, Tracy Middleton, Lynn Oldfield, Kate Beardmore, Jen Goodwin, Helen Butters., Beth Wilson, Ms M Roberts, Dr M. Bowa-Nkhoma	
3	Minutes from the last meetings	Minutes from our meeting 4 th March were accepted as a true record.	
4	800 Club	As Tracy was unable to be present no draw went ahead	Tracy
5	Easyfundraising	Keli said that no new members had been added	Keli
6	Upcoming Events	<p>The meeting discussed how to deal with these events, concluded the following:</p> <p>New Pupils Evening Wed June 26th 7pm meeting from 6.15pm to set up Heather would be happy to do refreshments for this event, some members felt this should not go ahead as PTFA event, Heather said she would speak to Ms Roberts and Ms Slattery to see what their thoughts are and go ahead with a few helpers Julie Dudley, Peter Plumb Offered their assistance</p> <p>Enterprise Fayre: Non Uniform Day 5th July 2019 8.15 to 9.30ish Help needed to collect and store donations from the students. Friday 12th 1.30 onwards Time to be agreed setting out the stalls. Saturday 13th July 10 - 3pm (Fayre opens 12-2pm) Help required for the following: Kitchen around 6-8 people (Heather will lead) if some comes forward to run the BBQ great otherwise all food will be prepared in the Kitchen Stalls At least 2 people per stall</p> <ul style="list-style-type: none"> ✿ Bottle (Match Funders people on here would be good) ✿ Gift ✿ Chocolate <p>Kasia Watts, Adele Ovenden offered to run</p>	<p>Heather</p> <p>Heather</p>

		<p>whatever stall</p> <p>Meeting discussed keeping it simple and requesting particular items for donations</p> <p>Door 2 People to collect entrance fee</p> <p>Finance Office - 2 people (Harry to speak with Simon and see if he is available) to ask Tracy if she is willing to do this again. Also the Lady who came to our rescue at the Christmas Fayre (Need her name please someone)</p> <p>Person in Charge of the Hall following Christmas Fayre and the problems with having to divide one person up between too many roles, it would be good to have someone solely trouble shooting on the day of the fayre just to sort any problems out, fetch change, relieve a stall holder if necessary, tea person for stall holders. Becki Latham agreed to take this role on</p> <p>Raffle Agreed to send out to local business letters asking for prizes. 2 people needed to be available on Friday 12th to sort out prizes and wrapped them and sell tickets on the day.</p> <p>Photo booth - this idea was suggested, to see if any parent is willing to take the photos on the day, hats and accessories some are already in the cupboard, charge for this dependant on how we distribute the photo's all payments up front. This would require 2 people one to take details and one to take the photo's</p>	<p>Harry</p> <p>Becki Latham</p>
<p>7</p>	<p>Any Other Business</p>	<p>Future Donations: Question was asked of how to deal with future funding bids, July onwards. After a short discussion the meeting agreed that should a funding bid come in the officers would contact members of the PFTA via our email listing outlining the bid and if people have queries or objections then a 5 day period be given if no replies are received to take this as consent.</p> <p>Maintenance of Tom's Garden -Harry asked the committee if they would be prepared to donate around £150.00 for maintaining Tom's Garden, cost to provide new plants, paint and any other materials require to keep this area in tip top condition. Becki Latham said that her Dad would sponsor this and the committee agreed that £150.00 be ring fenced</p>	<p>Harry/ Becki Latham</p>

		for the next 5 years to cover these yearly costs	
8	Date of Next Meeting	<p>Monday May 13th main business will be Enterprise fayre 7pm RE1</p> <p>Monday June 10th main Business will be Enterprise Fayre 7pm RE1</p>	