

**Meeting Of: Alleyne's High School Parent Teacher and Friends Association (PTFA)**

**Date:** 29 March 2010

**Present:** John McGinn (Chairperson), John Mather (Treasurer), Elizabeth Goldstraw (Secretary), Sue Kirsop, Wendy Moore, Cris Rhodes

**Apologies :** Wendy Taylor, Alison Briggs, Gavin Tracey, Martin Kerridge, Karen Lockett (President), Steve Potts, Lucy Brace

<b>Area of Discussion</b>	<b>Outcomes/Actions</b>
<b>Minutes of 8 February 2010</b>	Approved subject to the amendment that John McGinn, not John Mather was to establish full cost of the laser cutter.
<b>Matters Arising</b>	<p>Laser cutter – John McGinn has been in touch with the supplier and negotiated a 3% discount making the total cost £5092 plus £150 delivery and £175 handover instructions. There are sufficient funds to cover the cost and still leave a balance. Considered if we could manage without the additional costs but felt this might impact on insurance and organising our own delivery did not seem practical. No further reductions can be made and staff understand that Mr Walley cannot downgrade his requirements. It is still not clear whether there will be a need for the extractor.</p> <p>John McGinn proposed that we place the order but aim to stagger payments by paying for the equipment up front with the order and then the delivery and handover at the time. This was agreed unanimously.</p> <p><b>ACTION: John McG to get formal quote and liaise with school to place the order</b></p>
<b>Chairperson's Report</b>	John McG raised the issue of membership and publicity. All are concerned at the reducing attendance/involvement of parents and the impact this will have on our future fundraising efforts. He proposed that we need to do more to raise the profile of our work amongst parents through events at school and through press coverage. The arrival of the laser cutter will present a good opportunity.
<b>President's Report</b>	<p>Wendy Moore on behalf of Karen Lockett provided an update. Mr Vickers has stood down from SENCO role for personal reasons and been replaced by Nicky Cole.</p> <p>The school has reluctantly accepted Nicky Harris' request to stand down as head of year 10. In response to budget cuts Angela Fury will now take this on.</p> <p>The school is gearing up for revision for forthcoming A, AS and GCSE exams with staff offering widespread support to students. 6<sup>th</sup> form presentation evening to take place 1 April. All invited.</p>

	<p>The house system continues to flourish with Wedgewood's recent successful Have I Got Talent event which raised about £380. Paul Marsh, Graphics teacher proved to be very popular. A graduate teacher recently organised a very popular swimming gala.</p> <p>A calendar is being planned with each house taking responsibility for 3 months of the year.</p>
<b>Treasurer's Report</b>	<p>The Community Account (14 day high interest) has £4,336.30 The current account balance is £1,211.07, making a total of £5,547.37. John reported that there is approximately another £70 to be paid in.</p>
<b>Report back on previous events</b>	<p>6<sup>th</sup> form quiz – John McG reported on a very successful event. The change of date had caused some problems as the licence had been applied for for the original date and parents who had originally offered to help were not in attendance on the revised date. John was the only PTFA member there to help and Alison Briggs had attended to form a team. In spite of the lack of a bar the income from drinks sales amounted to over £40 and the entrance money raised over £170. It was agreed on John McG's proposal that all the profit should go to the 6<sup>th</sup> form as they had done all the work.</p>
<b>Future Events</b>	<p><b>Plant Sale</b> John McG has spoken to the 'plant man' and booked him for 8 May. Considered producing a stock list so staff could order in advance. Event to be advertised on the school website and on the PTFA pages. Adverts to be placed in shops with posters and fliers; in other schools; and households locally to be leafleted.</p> <p>Sale to take place from 9.30 till 1pm, unloading from 8.30am. Estimate we need 4 people at all times.</p> <p><b>ACTION: Elizabeth to arrange to put event on school calendar</b>  <b>John McG to arrange fliers, posters other publicity</b>  <b>Elizabeth to organise rota for help on the day</b>  <b>John M to provide float</b></p> <p><b>Summer Music Festival</b> Some time was spent discussing the earlier suggestion of a summer music festival to be held on 26 June. It was felt this would be a really good opportunity to engage the local community and to work with other local schools. This would offer a range of musical 'acts' to suit a variety of tastes and would enable us to raise funds through supporting activities such as refreshments, food, raffles etc. It was agreed that we needed more people committed to helping so an extraordinary meeting would be called to plan in more detail. Other schools to be invited too. Meeting to take place 14 April at 6.30pm at the Wayfarer Pub.</p> <p><b>ACTION : Elizabeth to send urgent invitation out encouraging all parent members plus friends to attend the meeting.</b>  <b>Cris to send Elizabeth contact details for other schools'</b></p>

	<b>PTFAs and then Elizabeth to invite them too. Elizabeth to provisionally book marquee from her scout group.</b>
<b>AOB</b>	None
<b>Date of Next Meeting</b>	Next routine meeting <b>14 June at 6.30pm in school</b>