

SHHS - PTFA Meeting Minutes

6 March 2018

Present at meeting: -

Mr Hambleton (SHHS rep), Marie Dimond (Chair of PTFA), Ann Lantorp, Debbie Cleary, Valerie D'Enjoy, Joseph Chachati, Sarah Hellett, Sandra Estrada, Liza Gugliotti, Jackie O'Neil Di Ridley, Noelize Mesmain

Apologies: - Gabriella Cagliari, Emilia Ragni, Raffaella Cafiero, Regina Tan

1. **Actions from last meeting 6 February 2018**

Action: - **Joseph C & Sarah H** to set up Bar Rota - **Outstanding**

Action: - **Mrs. O'Donovan** to let site management know fish and chips van coming at 7.50pm **Closed**

Action: - was agreed **PTFA** will ask a rep from each table to come and collect fish and chips for the table. **Decision at meeting to ask Sixth Former to do this.**

Action: - **Marie D** to ask fish and chip shop to provide condiments. **Anne L to action.**

Action: - **Marie D & Noelize M** to be at the Door to sign people in and sell raffle tickets. **Closed**

Action: - **PTFA** decided to play the 50/50 game on the night. **Marie D** to buy envelops. **Outstanding**

Action: - **O'Donovan** will ask if sixth formers can help out on the night. **Closed**

Action: - **Paula S & Marie D** to organise Prize Committee to go out to companies for prizes/donations. Both to ask Cesar P to assist. **Ongoing**

Action: - **Marie D** to supply template letters to go to companies. **Outstanding**

Action: - **Mrs. O'Donovan** to arrange 'Head teacher for a Day' Prize. **Closed**

Action: - **PTFA/SHHS** Whole school push for prizes. **Closed**

Action: - **Mrs. O'Donovan** to speak to site manager re tables to accommodate 10. **Closed**

Action: - **Mrs. O'Donovan** to organise 'teacher's table'. **Closed**

Action: - **Mrs. O'Donovan** to speak with SHHS Governors/staff to publicize Gala Dinner and Auction. **Closed**

Action: - **Marie D** to speak with Tony Sumner re food and wine. **Closed**

Action: - **Valerie D'E, Amparo P, Regina T and Noelize M** to begin to get numbers for tables of 10 people. **Ongoing**

Action: - **Debbie C, Sarah H & Maria C** to organise auction prizes. **Ongoing**

Action: - Old Gym needs to be decorated. **Mrs. O'Donovan** to ask the Art Department for help from Yr 12 girls. **Paula S** to lead. **Ongoing**

Action: - **PTFA** Appeal for Graphic designers or wedding planners etc. to help with invitations and decorating hall. **Closed**

Action: - **PTFA** Appeal for auction prizes. **Closed**

Action: - **Marie D** to arrange for use of an iZettle payment machine on the night.

Action: - **Dirou A** to approach Baroness Hodgson of Abinger and Helena Morrissey as prospective speakers. **Outstanding**

Action: - **Mrs. O'Donovan** to speak with Mrs. Mantey and drama department re support for Cultural Evening. **Closed**

2. **SHHS PTFA Charitable Status and planned giving.** Marie D confirmed that the SHHS PFTA is registered as a charity.

3. **Quiz Night 16 March 2018** – reminder to go out at weekend

Action:- Joseph C to liaise with Tony Sumner and to check stock and purchase drinks.

Action:- Joseph C to arrange bar rota

Action:- Joseph C to ask **Regina T** for drinks list.

Action:- Ann L to get fish and chips to school by 7.40pm and to ask supplier to provide condiments for table.

Mr Hambleton mentioned 10 staff members confirmed for staff table.

Decision taken to have a free bar but to ask for donations.

Action:- Noelize M to bring in donation boxes

Action:- Marie D to lead on sourcing raffle prizes.

Action:- Di R to investigate possibility of tour of ITN studios as auction prize.

Mr Hambleton confirmed sixth form helpers available for Quiz Night and Gala Dinner.

Action:- Rob G to take photos on the night.

Decision taken to give winning team option of running Quiz next year, or nominating a team.

Action:- Ann L to buy raffle books. Post Meeting Note; **Regina T** has ordered raffle books. Volunteers needed to put in envelopes. Each Form to be given books for girls to sell.

4. Gala Dinner and Charity Auction 27 April 2018 – Dinner & Dance, Auction on night and online auction

Action:- Jackie O’N to source tables large enough for 10 people. If not able to, **Ann L & Noelize M** to ask Parish for use of tables.

Action:- All PTFA to push sales of raffle tickets.

Suggestion of 4 bottles of wine per table, then donations for more bottles.

Action:- Sandra E to liaise with caterers, Jacobs, and request tablecloths.

Action:- Paula S & Cesar P to lead on Prize Committee

Positive response to evening received from governors. Update at next meeting

Art department confirmed its assistance to evening.

Action:- Paula S to speak with Art Department re theme, decorations etc.

Action:- Debbie C to put out appeal for graphic designers/auction prizes via mailchimp and whole school email.

Action:- Marie D to check how many iZettle machines will be needed and source as appropriate. Confirmed that DJ is booked with PA system.

5. Inspiring Women Lectures – 5 speakers already confirmed. Waiting for dates. Talks will start March 18 running to June 18. More details to follow. Announcement could coincide with Gender Pay Gap reporting deadlines.

Next series September 18 to June 19.

Debbie C informed PFTA of Head teachers Forum on Gender Equality, in April – hosted by SHHS.

Action:- Di R to speak with Colleagues at ITN for possible future speakers.

6. Cultural Evening – date to be confirmed. **Mrs O’Donovan** to liaise with **Mrs Mantey**.

7. Refurbishment of the Old Gym – School to announce refurbishment of the Old Gym at the Cultural Evening. Details of fundraising events for the year will also be announced.

5. AOB

- PTFA offered presence at Busy Malone school production to be held on 11/12/13 July 18
- School Fund. Less than 50% of parents contribute. Was agreed one way of increasing numbers was to have the **PTFA** present at the Yr 7 interviews. PTFA reps would explain what the PTFA does, why money is needed and to ask for regular donations.
- Vision document will go out to parents later in school year. Will mention fundraising activities.
- Appeal for PTFA Co Secretary.
- **Sarah H** SHHS Calendar to go on agenda for next meeting.

Next Meeting 10 April 18 – Kairos Centre