

SHHS - PTFA Meeting Minutes – Gala Dinner/Auction Wash Up

8 May 2018

Present at meeting: -

Sharon O'Donovan (SHHS rep), Marie Dimond (Chair of PTFA), Joseph Chachati, Antonietta Hibberd, Regina Tan, Maria Cruz, Tony Sumner, Sarah Hellett, Noelize Mesmain

1. Agreed next raffle to take place in October. Letters to go out in September. Sixth formers to fill envelopes. Draw just before half term.
2. Agreed better to have the silent auction open earlier and close on the night. No online auction.
3. Auction prizes need to be picked up. **Sarah H** has arranged with school for pick up.
4. **Action: - Regina T** to check payment of facial prize.
5. Discussion took place regarding the work experience auction prizes and how cost of prize is out of reach for most parents. **Action: - Sharon O'D** to raise the issue of work experience provided by school at next SLT meeting
6. **Sarah H** agreed to continue with Year 7 Disco.
7. **Marie D is resigning from Chair role at end of school year. PTFA need to advertise for new chair – two year duration. Action: - Marie D to draft job Spec.** Announcement seeking volunteers to go out at beginning of autumn term.
8. Waiting for Mrs Mantey to confirm if PTFA presence is needed to run bar needed at International. **Action: - Joseph C** offered to help out at International Evening.
9. Agreed to keep running the following events going forward; Quiz/Year 7 Disco/Christmas Shopping Event
10. School Fund Awareness: School has attempted to send reminders to those who have not signed up. **Action: - Regina T** to speak with Siobhan Finneran regarding the process. PTFA to consider opportunities to get more uptake of school fund contribution i.e. PTFA presence at every school event, information evenings, year 7 interviews, asking for donations in lieu of PTFA help etc. Suggestion that School bank details should be included in handbook that goes out to year 7.
11. Second hand uniform sale: Can arrange for Christmas event. **Action: - Sharon O'D** to arrange all school note asking for donations, to go out before end of school year.
12. Buggy Malone performance 11/12/13 July: - PTFA to run bar. **Action: - Tony S Joseph C** to lead.

Next Meeting 11 September 18 – Kairos Centre