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**PTA AGENDA**

**16th July 2019**

**Bradshaw Building**

**Refreshments from 7:15, Meeting 7:30 to 9pm**



1. Welcome, Apologies, Approval of minutes March 2019 and Opening Remarks **Action**

* Present: Julie, Ruth, Narell, Emily, Julie M, Nicky, Kern, Juliet, Gill
* Apologies from - Sue, Helen, Nicola, Jen, Leonie, Linda, George, Helen, Clare and Mary

2. PTA Committee

* Farewell to Narell Julie

John Tromans will take over as replacement for Narell. Narell will brief him before he leaves and Julie will confirm his availability for the meeting next term.

* Replace Sue Edwards and Cheryl Coltman on “official” PTA committee All

We have a small group of 6 people on the official committee who liaise/make decisions on behalf of the wider PTA on any requests/activity outside of the PTA meetings. This generally takes the form of a handful of email communications over the course of the year. The current committee are as follows. We have space for 2 more members as Sue Edwards and Cheryl Coltman are leaving the PTA this year. If anyone is interested please contact Julie.

* + Chair (Julie)
	+ Secretary (Jenn)
	+ Treasurer (Nicola)
	+ Ruth
* Chairman’s role All

2019/20 is Julie’s last year as a parent at the school, so the PTA will need a new chair by the end of the academic year and ideally earlier than this to allow time for handover. The role could be held by one person or a small group. If anyone would like to find out more please contact Julie.

3. Summer Term Events

* Spring Ball Julie/Helen

Thanks to Helen and her team the Spring ball raised around £6500, in spite of being less well attended than the Winter Ball. The bar in particular was much quieter possible due to the Marathon the next day? Although we are not sure exactly why it was suggested that November might be the optimal time to run the event again, depending on availability of PTA members and third parties.

**Update: Helen has kindly agreed to run another ball, although we need to agree timings.**

* Medieval Festival Julie +

Around 400 people attended the event with very positive feedback. The PTA invested £1500 in the event which would cost around £8000 on the open market. We now have lots of information and ideas as to how to make this bigger and more profitable and plan to run another festival in 2020 with the proposed date being 5th July (tbc). It will be promoted in the Herts Advertiser and in the school calendar. The tickets price will include all the activities instead of including a set number of activity tickets. This will now be marketed as a school event instead of a PTA event with the objective will be to attract people to the school. Planning will start in September and Julie will liaise with Kate Locke regarding setting a marketing budget.

* New Parents Evening Julie/Emily

This went well creating a buzz and the PTA will have a presence in the Septembers Fresher’s fair to see if we can sign up some more year 7 parents. Follow up with year 7/year 8 meeting wrt running quiz/other activities for year 7/8

* BBQ Kern

Just under £300 made, which is a lot less than the previous amount of £600. There were less students around as year 10 were on study leave and year 7 on a school trip which needs to be taken into consideration when we arrange the date for next year.

* Second Hand Uniform George/Nicky/Emily

We have sold out! The old rugby kit will be given to Kit aid as they will take it regardless of the logos. Need to advertise for more uniform on the Verulam voice. Football boots must be cleaned before given and hiking boots are good for the lakes trips. Text books change often so should only take the previous year 11 and 13 books. There are no shorts left, so need these. Emily to put something on the year 7 parents Facebook page.

* Lottery Nicky

We are now having more people dropping out than signing up. Need to promote heavily at new parents evening and add results on Facebook along with easy fundraising

* Year 13 leavers drinks Julie/Kern

The amount spent (around £450) will be off set against what the school have paid for the medieval

Festival. It was very well received by parents and pupils.

* Happy Bag George

£350 was made with shorter notice this time, previously it was £550. However the company we use were not happy with the donations made this time as there were lots of rags and items with logos. They will give us another chance but will not continue to pick up and collect prohibited items.

4. Planning for 2019/2020

* Run through proposed calendar

See the table at the end of these minutes

5. AOB

* Football Kit Julie/Gill

It has been suggested that the football team and the rugby team have a kit and warm sports coats brought for them respectively. Suggestion made that we approach Stevenson’s (Gill) and Beats (Juliet) to see if they will sponsor the kit/ clothing. We have received quotes from a year 12 Mum who was dismayed by the state of the kit when the team played at Clarence Park.

* Financial update

Nicola will give this early next term Nicola

* Understudy for Kern Kern/All

Beth has offered to run the bar when Kern is not free, any others interested should shadow Kern before doing it on their own so we are not totally reliant on one person.

* Astro pitch John

The PTA requested an update on the position as we are keen to support any fundraising

* Facebook Emily/Kath

This seems to be working well with all year groups. Emily to ask Cathy for administration

Approval so she can post also post info

* Lads and dads cricket John

Potential for May next year. Previously there was an issue with the weather and it was run by the PE department and they only asked cricketers at the school and not invited all. To be planned for a Friday evening or a Saturday morning. John to discuss with school.

* Kern receipts Kern/Nicola

Kern has kept all of his receipts in case we want to claim the VAT back. Pass these to Nicola.

* Match funding Tbc

How do we go about getting more of this? The plan will be to get a list of well know companies

who do this and ask if any of the parents work for these organisations and will they speak to their employer about doing this for Verulam.

* Donations – Tennis balls and Chess sets. All

Gill will gets some Tennis balls and drop them into the school. Some people responded to the request for chess sets and some people brought rather than donated.

**2019/2020 calendar**

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| --- | --- | --- |
| **Event** | **Date** | **Lead** |
| Fresher’s Fayre | Thursday, 19th September | Julie |
| Open Day | Sat 28th September | Hannah  |
| Bid Process | Autumn Term | Nicola & John |
| Quiz Night (full school) | October  | Jenn (if Kern does the bar) |
| Happy Bag | October poss 22nd TBC | George |
| Quiz Night (year 7) | March tbc | TBCMade £16oo last time. Y7 parents to run. |
| Activity (year 8) | Comedy and curry night tbc | Emily and team to decide |
| School Ball | tbc | Helen – timing tbc |
| Spring Concert | tbc | Kern |
| New parents evening | Thursday, 18th June | TBC |
| Summer Concert | June | Kern  |
| Medieval Festival | 5th July tbc | Julie/Jenn/Nicola/Ruth |
| Lunch time BBQ | July | Kern |
| Second Hand Uniform | First Sat every month | George/Nicola |
| **Consultation evenings** |  | **Mary coordinating** |
| year 11 | Thursday, 23rd Jan                 |  |
| year 9 pathways evening | Wednesday, 29th Jan              |  |
| year 9 | Thursday, 27th February                |  |
| Year 7 | Wednesday, 25th March             |  |
| year 8 | Thursday, 23rd April                         |  |
| year 10 | Wednesday, 10th June              |  |