



<b>Date:</b>	<b>Monday 16 September 2019</b>
<b>Time:</b>	<b>7:30pm - 9.00pm</b>
<b>Place:</b>	<b>Colchester County High School for Girls</b>

## Meeting Minutes & Action Points

Item	Description	Action By
<b>1</b>	<p><b>Apologies for absence</b></p> <p>Katherine Held, Jenny Sandum, Akhila Venkitachalam, Anura Dharmaratna, Kirsty Harvey, Sian Webster-Hirst, Sonia Bartley, Mark Wicker, Emma Appleby</p>	
<b>2</b>	<p>Attendance Form was circulated. It was pleasing to see so many people interested in supporting the work of the PTFA</p> <p>We are grateful to Miss Seager (Head of Year 7) for attending the meeting for the Year 7 Welcome Party discussions.</p>	C.O'Neill
<b>3</b>	<p><b>New Year 7 Welcome Party</b></p> <p><b>Invitation Letters to new students &amp; parents</b> Letters sent out week beginning 9 September 2019 via <b>Classlist</b> on Wednesday 11 September 2019 &amp; <b>email</b> on Friday 13 September 2019</p> <p><b>Status Update:</b> As at 16 September 2019, <b>48/160</b> tickets have been purchased via <b>Classlist</b>.</p> <p><b>Student Medical Information</b> Medical conditions records to be available on the evening via M Seager.</p> <p><b>Music &amp; Disco</b> <b>DJ Michael Staines</b> will organise 2 ice-breaker games and disco. £200 to be paid to Michael Staines. PTFA Volunteers needed in Main Hall to manage students &amp; during the interval at the Gymnasium where snacks and drinks will be served from 7.45pm till 8.00pm</p> <p><b>Registration of Parents and Students upon arrival</b> Last year, 6 students ( European Youth Parliament participants) helped with registration and afterwards helped serve canapes to parents. Can we have help from this year's participants?</p> <p>Students will be given random <b>coloured Name Labels</b> and Parents will be given specific coloured labels for each form. Child's name will be on parents' labels too.</p>	<p>M. Seager to talk to students in assembly about reminding parents to sign up to Classlist and make their payment.</p> <p>A. O'Brien to monitor and record payments and check return slips.</p> <p>A. O'Brien to liaise with M. Seager to ensure that student dietary needs are met.</p> <p>A. O'Brien to organise PTFA volunteers for supervision of students in the Hall and to staff the bar &amp; serve snacks.</p> <p>M. Seager to organise Form Tutors to take registers on arrival, assisted by Sixth Form students. W.Jackson to contact EYP participants. PTFA Members to greet parents.</p> <p>Name labels to be distributed on arrival – Form Tutors &amp; PTFA staff.</p>

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	<p><b>Refreshments</b></p> <p><b>Students</b> in Gymnasium from 7.45pm - 8.00pm Squash &amp; water, snacks.</p> <p><b>Parents</b> in Dining Room Tea, Coffee (£1.50) &amp; Soft Drinks (£1.00) &amp; Wine £3.50 (250ml glass), £2.50 (175ml glass)</p> <p><b>Canapes</b> (to be delivered by 6.00pm) <b>Nikki's Kitchen, Clacton-on-sea</b></p> <ul style="list-style-type: none"> <li>• 100 Samosas (£60.00)</li> <li>• 100 Mini Onion Bhajis with Dip (£33.00)</li> <li>• 100 Bite size Panner Tikka Wraps (£50.00)</li> <li>• 100 Bite size Chicken Tikka Wraps (50.00)</li> </ul> <p><b>Sandwich Bar, Kelvedon</b></p> <ul style="list-style-type: none"> <li>• Cakes, sandwiches, etc. (Price TBD)</li> </ul> <p><b>Temporary Event Notice</b> Application submitted to Colchester Borough Council on Tuesday 10th September 2019 for alcohol and entertainment.</p> <p><b>2nd Hand Uniform Sale</b> This will take place in G23</p> <p><b>Hamper Raffle Ticket Sales</b> Cloakroom tickets will be used. There will be 1 hamper and possibly 3 other smaller prizes.</p> <p><b>PTFA Promotions</b> <b>PTFA to</b> Speak to parents about all PTFA initiatives, etc.</p> <ul style="list-style-type: none"> <li>• Easyfundraising</li> <li>• PTFA Recruitment</li> <li>• Christmas Market</li> <li>• CCHSG Memorabilia (Mugs &amp; Pens)</li> </ul> <p><b>Floats for PTFA sales</b> Hot drinks £70.00 Bar £70.00 CCHSG Memorabilia £30.00 Raffle Draw £30.00</p>	<p>PTFA volunteers and Form Tutors to supervise students. A. O'Brien to organise catering and ensure sufficient drinks for students. Provisions will be made for Gluten and nut free items for both parents and students. All items will be labelled accordingly.</p> <p>PTFA volunteers to organise serving of snacks &amp; staffing of bar for parents.</p> <p>A. O'Brien to complete Premises Hire Form and send to James Kalisz (Site Team) with all necessary requirements.</p> <p>PTFA volunteers to organise uniform sale on the night</p> <p>A O'Brien to organise raffle prizes</p> <p>All PTFA volunteers who are present to be responsible for promoting the PTFA.</p> <p>A O'Brien &amp; K.Stubbs to organise promotional materials and slide show for dining room extension.</p> <p>A O'Brien to organise floats.</p>
4	<p><b>Treasurer's Report</b></p> <p><b>Bank Account balance</b> : £11,168.79 (as at 16 September 2019). 6 Cheques for Christmas Market Stall bookings yet to be banked in amounting £150.00. Above amount includes Paypal payments received for Christmas Market Stall bookings to date.</p> <p><b>Stripe Charity Status fees</b>: £0.20 for every successful transaction plus 1.2% for EU Visa &amp; Mastercard transactions.</p> <p><b>Charities Commission Updates</b> Changes to the PTFA Constitution &amp; PTFA Trustees can only be done by Anura at the moment as he is the registered PTFA official to do this.</p> <p><b>Hand-over of duties to New Treasurer</b> Anura has scheduled a meeting at his home between himself Rouzbeh and Agness to hand over all accounting documents and related passwords, etc. on Monday 23 September.</p>	<p>A. Dharmarathna R. N. Elahi A. O'Brien</p> <p>A. O'Brien to bank New Year 7 Party ticket payments on a weekly basis via Stripe</p> <p>A O'Brien to email the new PTFA Constitution &amp; Minutes of Annual General</p> <p>Meeting held on 20 May 2019 as proof of changes and change of committee members. Following this, The Bank Account name will be changed.</p>

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5	<p><b>Second Hand Uniform</b></p> <p>This summer has seen one of the largest amounts raised via this fundraiser.</p> <ol style="list-style-type: none"> <li>1. <i>New Year 7 Information Evening (2 July 2019)</i> = £1655.25</li> <li>2. <i>Summer Production- A very Shakey Web Fest</i> = £ 563.90</li> <li>3. <i>Ad-hoc Sales since school started on 6th Sept</i> = <u>£ 380.75</u></li> </ol> <p style="text-align: right;"><b>TOTAL: £2,599.90</b></p>	<p>Thanks to all those volunteers who have supported with this and to Mrs Sian Webster-Hirst who has taken over responsibility for uniform sales this year.</p>
6	<p><b>Christmas Market (30 November 2019- 12-3pm)</b></p> <p><b>External Stall holders</b></p> <ul style="list-style-type: none"> <li>• External Stalls £25 per table/£40 for 2 tables</li> <li>• Invitations were sent out in May to last year's stall holders</li> <li>• Ads in local village magazines, Facebook pages, school Bulletins and Colchester Gazette's Events page were also done from early June.</li> <li>• <b>Total confirmed stalls as at 16 September 2019</b> <ol style="list-style-type: none"> <li>1. Single Stalls 24 (2 more yet to send in Booking Form &amp; payment)</li> <li>2. Double Stalls 3 (1 more yet to send in Booking Form &amp; payment)</li> </ol> </li> </ul> <p>Last year, we had a total of 27 single &amp; 1 double stalls (<i>Raised £686.15</i>) This year, we are currently at £707.77 (less Paypal fees).</p> <p><b>Internal Stalls</b>  <b>Christmas Puddings, Jams &amp; Chutneys</b> with CCHSG Customised labels. New jam supplier – “Fruits of Suffolk”.</p> <p><b>Volunteering opportunities at the Christmas Market</b></p> <ol style="list-style-type: none"> <li>1. Parent Volunteers to set-up, manage PTFA stalls &amp; clearing up after the event.</li> <li>2. Donation of baked goods for the PTFA Cafe.</li> </ol> <p><b>PTFA Cafe</b></p> <ol style="list-style-type: none"> <li>1. Food catering organisation</li> <li>2. Indulgence Cakes</li> </ol> <p><b>Grand Raffle Draw</b>  £250 Grand Prize, Hampers and vouchers from local Businesses</p> <p><b>Year 7 Stalls</b>  It was agreed at the PTFA Meeting on 20th May 2018 that each Year 7 Form Group will run a stall or game</p> <p><b>PTFA Games Stalls (TBC)</b>  Deal or No Deal Bingo, Golden Eggs  Wheel of Fortune &amp; Christmas Tree Tombola</p>	<p>Final advertising to be undertaken via Parent Bulletin &amp; Classlist – K. Stubbs, A. O'Brien</p> <p>A. Asemota liaising with suppliers and organising a price list. K. Stubbs to support with compiling materials and publicising to encourage sales. Communication to go out to parents by 23 Sept.</p> <p>A. O'Brien to ask for volunteers via Classlist and Parent Bulletin.</p> <p>A. O'Brien, H. Parker  B. Coleman to contact Angus of Indulgence Cakes about donation of pastries for the Cafe.</p> <p>A. O'Brien &amp; A.Asemota to contact companies requesting donations of raffle prizes.</p> <p>W.Jackson &amp; M.Seager to move this forward as part of the Year 7 pastoral programme – PTFA to be updated.</p>

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	<p><b>Young Enterprise Team</b> Will the group(s) be requiring a stalls this year? Mr Tom Fletcher is newly appointed as Young Enterprise co-ordinator.</p> <p><b>Entertainment</b> <b>Ms Serena Grant</b>, a solo singer and guitarist will be singing with her guitar accompaniment in the Main Hall during the Christmas Market at various intervals. She will also have a list of songs that people can request from for a £1.00 donation to the event. <b>Fee:</b> £50.00</p> <p><b>Music department</b> to be asked to organise musical performance of their choice</p> <p><b>Advertising Boards by Beresfords Estate Agents, Colchester</b> Beresfords have kindly agreed to sponsor 100 boards to advertise Christmas Market 2019 within CO1-CO7 postcodes. K.Stubbs has amended PTFA publicity to reflect this.</p> <p>90 addresses in the current Volunteers List will be revised based on proximity of postcodes to maximise coverage and PTFA will contact current volunteers to ask if they are still happy to have a board. 90 addresses in our volunteers list to date. Parent Bulletin from week beginning 6th September included appeal for new volunteers. <b>Classlist</b> will also be used to appeal for Volunteers</p> <p>Beresfords will promote the event by sending out the event poster to their entire 85,000 database of clients via their Newsletter sent out every 3 weeks.</p>	<p>Action W.Jackson – PTFA to be updated</p> <p>K.Stubbs to organise signage for donations</p> <p>W.Jackson to liaise with M.Ulph – Head of Music</p> <p>A. O'Brien K. Stubbs</p> <p>K.Stubbs to provide feedback to Beresfords on their proposed board designs.</p> <p>A.O'Brien &amp; K.Stubbs to contact current volunteers to confirm they are still happy to have a board and update list.</p>
7	<p><b>Christmas Concert (Tuesday 3rd &amp; Wednesday 4th December)</b></p> <p>PTFA will be running the bar and cafe selling hot drink and cakes.</p>	<p>Appeal for Volunteers will be sent out nearer the time. This will be discussed in detail at the next PTFA Meeting.</p>
8	<p><b>PTFA Termly Funding Bids</b></p>	<p>No bids at this time</p>
9	<p><b>500 Club Update</b></p> <p>Mrs Jackson provided information about this fundraising idea. A 500 Club would allow parents who are not able to support as volunteers or to attend events, to contribute to the school community by making a monthly payment into a prize draw. It was unanimously agreed by those present that we should enquire further about this and put forward a proposal.</p>	<p>W.Jackson &amp; K.Stubbs to investigate models to find the most appropriate.</p>
10	<p><b>Classlist Update</b></p> <p>Agness O'Brien is the Classlist Ambassador and Kate Stubbs is the Staff Admin for for CCHSG. Kate now approves all requests to join Classlist based on school's sims and Agness is the PTFA's person responsible for Data Protection Compliance. Agness oversees the day to day communication of members in the group and organises ticket sales for events and various other Classlist based events for the parent community at CCHSG.</p>	<p>A. O'Brien &amp; K.Stubbs</p>

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11	<p><b>PTFA Calendar for 2019/2020 Academic Year</b></p> <p>All PTFA events have been included in the CCHSG 2019/2020 Parent Calendar for the convenience of the parent community. This includes Second Hand Uniform Sale dates and major school events at which the PTFA will be providing catering.</p> <p>A separate PTFA calendar is also available for reference in the PTFA section of the website.</p>	<p>K.Stubbs has uploaded this to the PTFA section of school website, A. O'Brien to share this on Classlist.</p>
12	<p><b>Wine Glasses &amp; High Balls</b></p> <p>PTFA has now purchased the following Polycarbonate items from Nisbets be used for all PTFA events. This eliminates having to hire from Majestics Wine and also for health &amp; Safety and in line with ECO School status.</p> <p><b>96 Wine Glass</b> (with 175ml &amp; 250ml markers) &amp; <b>96 Half Pint High Balls</b></p> <p><b>Cost:</b> £282.12 (with 20% discount)</p>	<p>Site Team to be made aware that these are not disposable glasses (K.Stubbs to contact).</p> <p>Additional shelving to be installed in PTFA cupboard for storage of glasses. (J.Kalisz)</p>
13	<p><b>Any Other Business:</b></p> <p><b>Mary's Meals</b> This charity was discussed as the Sixth Form are interested in supporting it and the PTFA will be giving them a stall at the Christmas Market to promote their fundraising. Mr Michael O'Brien has kindly offered to sponsor the stall, to cover the cost of hire.</p> <p><b>London Marathon</b> Places will be allocated on 1 October. Can we see if anyone who has a place would like to run for CCHSG?</p>	<p>W.Jackson to liaise with Sixth Form re: promoting this charity – possible backpack collection at Christmas Market.</p> <p>A.O'Brien &amp; K.Stubbs to publicise via Parent Bulletin &amp; Classlist.</p>
14	<p><b>END OF MEETING</b></p> <p><b>Next Meeting :</b> Monday 11 November 2019 at 7:30pm in the Dining Hall.</p>	