

George Abbot PTA meeting – Tuesday 10 December 2019

Attendees: Clare (treasurer), Marion (meeting chair), Gaby, Mayra, Marie, Mariah, Richard, Gary, Phil.

Apologies: Rahim (secretary).

Minutes/ actions from last meeting

Funding requests

- Agreed that we should not re-open discussion on funding requests from last time.
- Suggested that proper time and a show-of-hands should be undertaken in future, if possible.
- Concerns expressed as to tracking of invoices against requests.
ACTION: Gaby to contact Kate Carriett (Head) about someone to manage invoice process. This should ideally be the person the PTA pay £2k per year to act as liaison. Noted that this person has not been found.

Xmas fair

- Everyone agreed that Mayra had created the best fair ever – both in terms of quality and money raised at around £6000.
- We spent less on marketing this time – no Surrey Ad or paid Facebook; relied on work-of-mouth and local publications such as Burpham Pages.
- BBC Radio Surrey item was a success – repeat if possible.
- Consider an event sponsor next time.
- Consider a ‘lucky programme’ to encourage people to pay entry. Suspicion that some dodged payment via the tombola queue this time.
- Consider tiered stallholder fees – all pitches are not created equal.
- Usual issues with raffle tickets – not many sold as school did not distribute equally. Prizes did generate interest, especially headphones. Consider selling well in advance next year – possibly from quiz night onwards.
- School soundsystem did not work – live music helped but background music also needed.
ACTION: Phil to investigate whether this should have been fixed with PTA AV funding.
- Clare produced a breakdown of the fair takings – useful for future years.

School production bar

- Takings just under £1000.
- Ordering was a pain for multiple nights – we need to investigate online delivery or similar.
- Mariah offered to stock up in advance when 25% discount is available at Sainsbury’s.
- **ACTION: Phil – review pricing** as some items have very low profit margin (eg water).
- Suggest we encourage interval ordering in advance with a poster.

Quiz night

- A DIY quiz night is hard work – the Arneys manage much of the process.
- But, seen as a good and entertaining change.
- Having a shorter quiz (7 rounds) and heads and tails after round 3 worked well.
- A pudding auction was suggested.
- Overall profit was around £2800.
- Issues with soundsystem need to be resolved – see action above.

Carol service

- Takes place on Friday at 2pm
ACTION: Phil to advertise on Facebook.
- No one from the PTA was available to help chaperone students.

New event idea – race night

- Gary took us through his race night proposal, involving recorded horse races with 5-6 rounds of betting followed by a final round where individuals or teams are able to 'buy' a horse and win a portion of the overall winnings.
- Otherwise could run like quiz night – with bar and food, potentially a raffle.
- Fish and chips under investigation for food. Innovate could be another option.
ACTION: Gary relay pricing when he has this.
- We would have minimal costs – bar stock; food; betting slips – as Gary has video already.
- We would need a compere – **ACTION: Gaby ask school.**
- We would need betting team of around 6 people – **ACTION: Phil or Clare to ask Hugh** if he could help (other parent).
- Tickets to be sold by table as for quiz night.
- Look for race sponsors (£50-75) and overall sponsors (£100-150).
- Suggested date of Friday 28 February – **ACTION: Gaby to check.**
- We should make progress and agree at next meeting.

AGM

- Was scheduled for 20 January 2020. As Clare (Treasurer) is very busy at work we will need to delay.
ACTION: Gaby ask Julie what the Charities Commission requirements are.
- **ACTION: Gaby or Phil – request in school comms and classlist** for someone to act as independent review of accounts.
ACTION: all at meeting to ask accountants they know, acknowledging that we may have to pay.

PTA re-brand

- Mayra is going to speak with school to see if student could rebrand the PTA and help with marketing/communications as a project.
- Noted that Alison Firth, Y7 transition, needs to be involved as this is a key audience.
- And that, in general, a meeting with Kate Carriett is needed.

AOB

- **ACTION: Phil to investigate Classlist ads.**

Next meeting proposed for Tuesday 14 January.