

**MARLBOROUGH SCIENCE ACADEMY PTA Meeting**  
**Virtual Meeting, 7pm**  
**Minutes from 30<sup>th</sup> June 2021**

**Present:** Angie Cronin, Richard Atterton, Angela Moffat, Terri Clarke, Salpi Gulbekian, Nathalie Jaeger, Robert Harrison, Chantelle Nassari,

**Apologies received:** Nathalie Johnson, Doug Eve, Linda Wilkinson

**1. Welcome & Apologies**

Angela Cronin performed the role of Chair for the meeting.

**2. Review last meeting minutes**

Committee reviewed minutes of last meeting 14<sup>th</sup> May 2021 previously distributed by email.

**3. Funding requests**

No funding requests received for this meeting.

**4. Finance update**

Finance update from PTA Treasurer (Michael Cleaton).

Finance Update as of 01/06/2021 for PTA Meeting 30/06/2021
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Line Item	Amounts	Notes
<b>01/06/2021</b>	<b>£19,200.81</b>	
Less outstanding cheques of	£100.00	£1080 for RPJ Band deposit for M-Fest 22
Balance available	£19,100.81	
Allocated funds	£1,600.00	School has paid deposit for Mass-oke band for M-Fest 22, will invoice next year
<b>Balance less allocated funds (Available to Spend)</b>	<b>£17,500.81</b>	

<b>Main Payments in</b>	£875 - Uniform sale
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<b>Main Payments out</b>	£0
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<b>Paypal Balance as at 29/01/2020</b>	<b>£0.00</b>	<i>Payment of £39.99 was made to re-new the M-Fest website hosting fee. This cleared the small balance and the overpay went into the bank account</i>
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Angela Cronin volunteered to be a PTA Trustee. Angela and Michael to discuss and move this action forward. It is proposed that all Officers of the PTA are also the nominated Trustees.

As previously discussed the PTA would like to move their bank account from HSBC St Albans to the Metro Bank St Albans branch. Metro bank are starting to take new accounts after a short pause with

new accounts. The committee have agreed to open a new Metro bank account for PTA activities, with the three PTA Officers (Treasurer, Chair and Secretary).

- The PTA Committee have agreed the three PTA Officers (Treasurer, Chair and Secretary) will be the figures of authorisation on the Metro PTA bank account.
- The three Officers (Treasurer, Chair and Secretary) are to operate the new Metro PTA bank account.
- The Committee have agreed to the Dual Authorisation bank account by the PTA Officers.

PTA Committee Officers listed below:

Michael Cleaton – PTA Treasurer

Angela Cronin – PTA Chair

Terri Clarke – PTA Secretary

Signed.....

Print name .....

Position PTA Treasurer

Signed.....

Print name .....

Position PTA Chair

Signed.....

Print name .....

Position PTA Secretary

**5. Current and future events**

**PTA Raffle** – Angela Cronin has secured 4 x tickets for the Pub in the Park event kindly donated by Loudbird PR to raffle and proceeds to the PTA. Angela Cronin to pull together the wording to promote the sale of raffle tickets. The raffle tickets are to be sold at £2 each and parents/carers can purchase using the school Gateway system. Richard Atterton (RA) to liaise with the Finance team at school to organise this.

**2<sup>nd</sup> Hand Uniform Sale** – The next 2<sup>nd</sup> Hand Uniform will take place during the new Yr 7 intake Summer School week. The sale will take place on 27<sup>th</sup> Aug 2-4pm. Salpi (SG) to organise the logistics with Chris Paice and the Site Team, the sale is to take place in Pascal Hall as this worked well during the

last sale (space, one way system) Chantelle Nassari has agreed to promote the sale on the School year groups Facebook groups.

**Co-op Local Community Funding** - The Coop community funding programme is currently running as a fundraiser. The sum raised so far is a running total of £470.46. This initiative is due to end October 2021. Chantelle Nassari will promote this fundraiser on the Marlborough School year group Facebook groups. We have a local Coop within our school catchment area so this is an excellent opportunity for PTA fundraising. It was agreed that we need to promote this fundraiser more.

**New Year 7s Change-over Day and Welcome Morning** – This face to face event has been cancelled by Herts County due issues surrounding the Covid-19 pandemic.

We discussed a new initiative to ‘Welcome’ the new Yr 7 parents/carers. To have a short ‘PTA Taster Meeting’ for new parents. This will be a virtual or face to face meeting depending on the Covid-19 restrictions in September 2021. The PTA will promote the charity, ask for volunteers and discuss our achievements and donations to school. We will advertise this event in the September School Newsletter.

**Quiz night for October 2021** – No further update.

**MFest update** – The 2021 event was cancelled due to Covid-19 restrictions. Looking at July 2022 for the next MFest.

## **6. Date of next meeting**

Date of next PTA meeting – 22<sup>nd</sup> September 2021.

## 7. AOB

The PTA Secretary Angela Moffat is to stand down from the PTA committee at the end of July 2021.

PTA Committee member Terri Clarke has agreed to take over as the New PTA Secretary. This was proposed to the Committee by Angela Moffat, seconded by Michael Cleaton (Treasurer) and agreed by all at the meeting.

### Actions

Item	Action	In Progress/Complete
New Year 7s Welcome Morning – 8 <sup>th</sup> July 2021	Linda Wilkinson & Robert Harrison to organise this event.	Event cancelled
Raffle for Party in the Park tickets	Angela Cronin and Richard Atterton to organise the PTA raffle for Pub in the Park tickets.	In progress
Quiz night – Oct 2021	Richard Atterton agreed to be Quiz Master. Linda to work with Richard regarding Quiz questions etc.	
New PTA Secretary	Terri Clark agreed to take over the role of PTA Secretary from Angela Moffat.	In progress
New Trustees for the PTA	Angela Cronin agreed to become PTA Trustee alongside Michael Cleaton.  It was agreed that all PTA Committee Officers to be Trustees of the PTA Charity.	In progress