

MARLBOROUGH SCIENCE ACADEMY PTA Meeting
Minutes from 30th April 2019

Present: Doug Eve, Jane Sullivan, Michael Cleaton, Natalie Johnson, Angela Colman, Salpi Gulbekian, Terri Clarke, Angela Moffat,

Apologies received: Richard Atterton, Mandi Tagg, Jacqui Shepperd, Rachel Newland, Jackie Metcalf, Bex Pooley,

1. Welcome & Apologies

Natalie Johnson and Angela Colman are PTA Co-Chairs – they performed the welcome and apologies.

2. Funding requests

The funding requests detailed in minutes of January 2019 meeting. Stage funding request total of £928.00 PTA to fund £500.00 and school to Fund the remaining £428.00

The Headteacher has reviewed and signed the funding documents.

(Michael sent email to school finance to arrange PTA payment.)

We discussed the invoice received by the PTA for the Music Rock and Tech club after school club. PTA previously agreed to pay the figure between the parental contributions and the invoice for Music Rock and Tech club. To highlight that the funding is for this academic year only.

New funding request received from Music faculty for x 2 new Amps, total cost of £800. The current ones are faulty having previously been repaired. The music Amps are used at the MFestival plus throughout the year in school. This funding request was agreed by all at the meeting.

New funding request £114.82 received from Jacob James (Geography Faculty) for x 12 additional small plastic recycling bins for classrooms and x 2 large recycling boxes for staff room. This funding request was agreed by all at the meeting.

Verbal funding request £160.00 received from the Headteacher for Picnic blankets for the students to sit during break times during the summer months. This was discussed and decided to refuse the funding, as we have blankets in the PTA lock up the students can use.

Update on Quiz night 29th March profit – profit of £700.

Lessons learnt - we could increase ticket sale prices, provide sweets/chocolates for sale on the night.

Decorate tables with red & white tablecloths.

2nd Hand Uniform sale on 30th March profit – profit of £270. Next sale date 15th June. Salpi to run this event. Angela M to arrange for it to be advertised on School website.

3. Finance update

In the PTA bank account £15,824 as of 01/04/19 taking into account money outlay for MFest in 6th July 2019.

Finance Update as of 01/04/2019 for PTA Meeting April 30th 2019

| Line Item | Amounts | Notes |
|--|-------------------|---|
| Main income since last meeting on 7th March | £720 | £450 for M-Fest sponsorship from K-Line £270 for the uniform sale |
| Balance in Bank at 01/04/2019 | £15,835.29 | |
| Less Outstanding Cheques of | £5,210.97 | Refund for the Cash Boxes - £12.05 Invoice Misc00419 (M-Fest Stage, Science Aces Day, Other items) - £2,892.82 Invoice Misc00424 (Quiz Night Wine / M-Fest T-Shirts) - £555.00 Drinks / Crisps / Cider / Coch for prizes at quiz night - £71.10 Deposit for Winter Ball - £1,680.00 |
| Balance available | £10,624.32 | |
| Allocated funds | £1,402.00 | One outstanding payments for M Gufstafsen (or possibly 1) £902 New staging Purchase (£500) |
| Balance less allocated funds (Available to Spend) | £9,222.32 | |

PTA Treasurer Michael Cleaton advised at the meeting the Charity Commission would like us to confirm the names of trustees for the Marlborough Science Academy PTA. It was decided at the meeting that the PTA officers (Chair/s, Treasurer & Secretary) /signatories are to be put forward as trustees.

PTA officers to be signatories for the PTA Bank account. Michael Cleaton is currently finalising his signing authority and will update the committee on the process to update signatories for the PTA Bank account. We currently have Jane Sullivan and Jane Braisher (previous PTA Treasurers) as signatories until new signatories are finalised.

4. MFest quick update

We are very short on helpers for MFest. We need volunteers to sign up, so please ask friends, family associated with school to sign up using the MFest volunteering sheets online.

The new Yr 7s Bacon Butty morning event will take place on 11th July 9-10am. Natalie to arrange this with catering and members of the PTA to attend and encourage the new Yr 7s to join the PTA. At the Bacon Butty morning the PTA will discuss our committee, money raised and items the PTA have funded for school. We need PTA members to help at this event. Please speak to Natalie Johnson on 07875 409113.

5. Future events

We need volunteers for the water station for the Review Half Marathon on 9th June – speak to Angela Moffat (contact 07799037069) for information.

The committee confirmed the date of 4th Oct 2019 for the PTA Comedy Night. Angela Colman and Doug Eve to organise.

The PTA Winter Ball event – is in planning stage, we need to confirm the venue, budget. We have set up a small working group to organise this event – date of 9th November 2019.

6. Date of next meeting is 5th June 2019

7. AOB

Angela Moffat to update the PTA Board in School reception, which shows school items funded by the PTA. Contact school reprographics for printing.

Chairs to draft paragraph to update the PTA home page as still shows previous Chair's welcome and contact details. Angela Moffat to follow up.

The letter from the PTA Chairs to new Yr 7 parents has been sent into school by Angela Colman to be printed and mailed out.

In the PTA Lock – up there is a boxed large size table football game. The PTA are keen to donate it to school for use in the 6th Form Block or Brook Suite. Richard Atterton to look at the this and if suitable bring into school.