

MARLBOROUGH SCIENCE ACADEMY PTA Meeting

Post 16 Building, 7pm

Minutes from 30th January 2020

Present: Angie Cronin, Nathalie Johnson, Richard Atterton, Jane Sullivan, Michael Cleaton, Angela Moffat, Salpi Gulbekian, Terri Clarke, Nathalie Jagger, Linda Wilkinson

Apologies received: None

1. Welcome & Apologies

Nathalie Johnson performed the role of Chair for the meeting.

2. Review last meeting minutes

Committee reviewed minutes of last meeting on 27th November 2019 previously distributed by email. Discussed funding of Mark Mate questions and replies received with Mr Atterton. We discussed the pros and cons of funding this software tool for teaching staff to use as a marking tool for students work. Up to 28 teachers can use the tool package in question. After one round of voting the votes were similar, 3 to approve, 3 to decline, 3 votes of unsure, 1 abstain from voting (Mr Atterton). After further discussions within the committee – we took a further vote and the results were, 6 to approve, 3 not to approve and 1 abstain from voting (Mr Atterton). To finalise – the Mark Mate funding **was approved for funding for 1 year by the PTA.**

3. Funding requests

Received from Mrs Rutherford PHSHEE Department. Requested funding for the Tip of the Iceberg PSCHEE drama workshop/day for the whole of year 10 (220 students) on 30th January 2020 to take place within school (the previous request dated 19 July 2019 was mislaid and did not reach the PTA's previous meetings). The company's programme delivers live drama scenarios and resources for workshops on the theme of RSE/sex education, sexting, bullying, wellbeing. The purpose of this day is to provide Year 10 students with up to date and well-informed sex education and RSE content day which is age appropriate and informative – outlining laws and more importantly strategies for dealing with issues and problems that young people experience. The total cost is £750 for the 3 actors live performance and actor lead sessions, teacher resources and evaluation process. **Approved by the PTA.**

Received from Mr Jason Ivory and Ms Hayley Arrol from the PE Faculty.

Funding request for 15 football kits for the boys and 21 football kits for the girls. These would be a range of kits that would be used by the team squads and would benefit whoever was playing in the team on that day. The costs of the bids are £256 and £608 respectively. The girls generally only have one match on at a given time so require one kit that can be shared across multiple year groups hence the higher number of shirts (variation of size). This would probably support 60+ students each year. The boys normally share a kit between 2-year groups where we can. We often on a Saturday have 4 boys teams playing at the same time so require a kit per year group which get well-worn and need replacing every 5/6 years due to wear and tear. Normally this would support 20+ students per kit set each year.

This funding request was **agreed/approved by the PTA** committee via email on 4th Dec 2019, as the faculty made the request to purchase before the end of the term.

4. Finance update

Finance Update as of 01/01/2020 for PTA Meeting January 29th 2020

Line Item	Amounts	Notes
Balance in Bank at 01/01/2020	£20,686.89	
Less outstanding cheques of	£6,852.10	(Mostly M-Fest £4,700 - stage hire and silent disco). Also some cheques that may have been cashed in september but without bank statement cannot align - Once we have internet banking this will be fixed. May drop.
Balance available	£13,834.79	
Allocated funds	£5,121.00	Fund requests from 27/11/2019
Balance less allocated funds (Available to Spend)	£8,713.79	

Main Payments in	£3,835 (Cheque - Not known) / £474 - cash into Welywn / £1,507.58 - Jumblebee Auction / £289 (Uniform sale?)
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Main Payments out	£1,420 - Microscopes / £700 - Uptown Funk / £1,250 Heathfields for M-Fest / £457 - Photobooth, displays and Balloons
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Paypal Balance as at 29/01/2020	£15,625.17	<i>NB: This is best left for management of M-Fest Payments</i>
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The treasurer Michael Cleaton made the proposal for signing the PTA up for bank transfers. He discussed this with HSBC were able to talk me through the process. The PTA Committee can have online payments but we're unable to do the dual authorisation online. The treasurer proposed that we have an offline dual authorisation process where you need two signatories from current officers (Treasurer, Chair, or Secretary) of the PTA Committee by email approval to make a payment by online banking. One of them should be the treasurer so that a log can be made of all requests and can be checked each month against the bank statements. What this means in practice is that the Treasurer will need one email from another current officer signatory to make the payment. As no need to email themselves.

To action this with the HSBC Bank it will need approval and two bank signatories' signatures and a signed copy of the minutes. The committee discussed and confirmed the limit for any bank transfer to be £5,000

This online banking arrangement was agreed by the committee, and signed below

Signed Print name

Signed Print name

We discussed the use of Bank debit cards on the account. Yes we can have the facility and this was discussed at length. The cards would need to be produced in individuals personal

name. We discussed having 3 or 4 cards but this was decided as an issue as they may get lost. We also discussed having just the one card, but that person would then be the person to make the all of the shopping trips. So we decided against the bank cards at this time. We can always revisit this at a later date.

5. Past and future events

2nd Hand Uniform Sale – Took place in school on 18th January 2020 and was run by Salpi and Nathalie Jagger. This sale raised £200.

Date of next sale is 14th March to be organised by Salpi and Nathalie Jagger . We need more items / PE Kit / jumpers. AM to book boardroom and ask school to advertise through school comms.

Quiz night confirmed date of 20th March. Organising team of Angela M, Nathalie Johnson, Terri C, Salpi G, Linda W. Nathalie Johnson to post on social media for more helpers and advertise the event.

MFest update – Planning team met on 28th January for a full meeting.

Comedy night – Angela Cronin has been in discussion with Hats Off Comedy regarding a night at Marlborough. We need to be pretty confident you can sell around 100 tickets if we hope to raise over £1000 and make it viable. The organisers Hats Off Comedy said that in their experience, this isn't an issue as long as the process is started early enough and everyone is fully on board. Selling the tickets is your responsibility, however they will post regularly near the event and keep the event profile high. They will design the poster for us to print and distribute and we will design and send to you the tickets. Once we agree a date, they will go ahead and book four acts and sound and lighting. Having a good lead time allows then to book the best acts. They then ask us to transfer £1000 to them (ie the money taken from the first 50 tickets sold @£20 per head) about 12 weeks prior to the event. All the money we collect from the ticket sales from 50-100 is ours so £1000. Tickets sold from 100-150 are split 70/30 in your favour. We run and take the bar money. We could organise a raffle, to which the organisers will donate two free tickets to one of their gigs and some Prosecco and their MC will run it for you on the night.

The organisers said that in their experience with good prizes and PTA involvement selling tickets on the night we can raise another £400. The MC will also shout out a heads and tails game if we want to organise that. They organise the TENS license for the night. The PTA Committee decided to organise this event for the date of 16th Oct 2020 but since the meeting we have found out that this date available for Hats Off Comedy. Angela Cronin in discussions for a new date.

6. Date of next meeting

Date of next meeting – 23rd April 2020.

7. AOB

2nd Hand Uniform

We have lots of old PE kit within the uniform store cupboard. Unable to sell to parents as this is the previous uniform now obsolete. Jane S made the suggestion to ask Carol Bush if Heathlands school would like to use and send abroad to school in Africa they work with and help with charity donations. Angela M to email carol and keep Salpi and Nathalie Jagger in the loop.