

USH PTFA

Minutes from the meeting held Wednesday 18th January 2017, 7.00pm

Present: Paul Hill, Bimal Gomanee, Julie Prince, Kerry Sullivan (Chair), Emma Fay, Lea Hayes (Minutes), Sheena Danson, Penny Collins, Charlotte Cooper

Apologies: Ken Voller, Sarah Russell, Liz Webb

1. Matters Arising from AGM

Independent scrutiniser: Year end 2015 we had agreement from an independent to review accounts. Did that happen? As no movement on accounts during the year is this necessary for the 2016 accounts? **Julie to check with scrutiniser, Kirsten Cook and Ken to see if accounts have been reviewed. o/s**

Locking cupboard: **Julie to investigate if there is there a locking cupboard where the PTFA can keep supplies in the school. o/s**

Distribution of money raised: **Kerry to find out if any receipts have been received from departments anticipating payment. o/s**

Warhammer set	150
Photography	230
D of E	50
Locust breeding	100
Rocky (committed)	50
Pond (committed)	250
Total	830

Library application for grant. **Done**

PTFA information in newsletter before Christmas requesting unwanted gifts for auction. Done but none received. **Needs follow up in subsequent letters.**

Date of next meeting: Wednesday March 15th Bellmoor 7.00pm

3. Organisation of fashion show 31/3

Event details	action	who
Finance	£50 deposit paid to Travelling trends All door and refreshment money is ours to keep. Commission on sales : 60-80 women 3% profit 80-100 4% 100+ 5% bonus commission	Charlotte
<u>times</u> Access required from 17.30 Guests 18.30 Start time 19.30 Approx. 2hours30 Bar open after main event	Ushered into bar area(canteen) Licence times?	Charlotte PTFA members Julie
<u>Accommodation</u> Hall Canteen Signs to toilets?	Set out with chairs by caretaker Rope barriers to be used to guide for guests	Julie
<u>Tickets/fliers</u> £5 adults only with info of times, bar and raffle Sales at feeder schools Sales at UHS events Online sales On the door	Fliers to be emailed to parents of all schools design Wordsworth Hollybrook Shirley 26/1 yr. 11 parents evening 30/1 parenting talk 7/2 PAG 16/2 yr. 7 parents evening 27/3 parenting talk 30/3yr 8 parents evening Can we set up on Eventbrite? Can parents pay using parentpay system?	Kerry/Emma Julie Charlotte Emma Paul Lea Lea ? Lea ? Kerry Julie Penny and Emma
Bar	In the canteen before and after event Cans and bottles, limited range Glasses hire or plastic cups? Costco and Booker cards available Access to fridges?	Paul and Bimal Kerry Booker, Bimal Costco Julie
Bar snacks	Crisps, nuts, small choc bars etc.	Penny

<p>Raffle/Auction</p>	<p>Donations required- contact Nichola for inclusion in newsletter List of potential donations from businesses So far: meal for 2 at Bellmoor Massage at Ambiance</p> <p>Sell in canteen whilst people at the bar Do at end of event Do we have any tickets already?</p>	<p>Paul (Lea to give email details)</p> <p>Kerry and Charlotte to pass to Paul (also for auction) Lea- written to David Lloyd to get some guest passes All PTFA to try to get additional prizes Kerry to buy raffle tickets.</p>
<p>Models</p>	<p>6 -8 required (1 already in place) Size 10/12/14 and 5ft 4 -5ft 8 Ask in newsletter Find additional models Model notes to be provided Offer free tickets, drinks and 10% off CASH sales on the night (put in newsletter)</p>	<p>Charlotte & Emma</p> <p>Everyone to ask around for potential models.</p>