

Friends of Langley Park PTA

Minutes of the Committee Meeting held on 14th January 2016

Present: Juliet Trimby, Louise Whelan, Ruth Deans, Christine Stephen, Claire Cueppens, Mary Leberl, Andre Young.

Apologies for absence:

Natalya Patel, Nattarattam Patel, Les Stonebank.

1. Minutes of the last meeting

- The minutes of the previous meeting were agreed.

2 Treasurers Financial Report

Treasurer's Report for Meeting on Thurs 14th Jan 2016

Inc since last meeting (17th Nov) includes:

Subscriptions	£142
Refund of bank charges	£7
Sale of Refreshments (see breakdown below)	£2317
Second Hand Clothing	£388
Raffle (TV)	£267
Fireworks (Net)	£195
Craft Fair	£5535

Breakdown of sale of refreshments (ex Craft Fair)

18-Nov-15	Sweets - external sale	£20.00
19-Nov-15	Yr 8 evgs (2)	£96.10
19-Nov-15	Autumn concert	£312.30
25-Nov-15	Shakespeare Festival	£127.10
26-Nov-15	Yr 12 Parents Evg	£52.60
27-Nov-15	Community Choir	£331.85
03-Dec-15	Yr 13 Parents Evg	£51.11
04-Dec-15	Sixth Year Sales	£13.50
07-Dec-15	Community Choir Christmas Concert	£488.00
17-Dec-15	Christmas Review	£824.50

Exp items since last meeting:

Renewal of Annual insurance via NCPTA	£107
Purchase of refreshments	£786
Contribution to drinks for helpers' Christmas meal	£112

General Statement - Cash in bank and known/unclaimed expenditure:

	Amount in bank	£24,095
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Known Expenditure		
Contingency Fund	£5,000	
Unclaimed requests amount	£14,271	
100 Club Money	£556	
		£19,827
Net available for spending		£4,268

Craft Fair

The Craft Fair made £5535 this year compared to £5270 last year (£30 of this year's takings were included in last year's figures).

Craft Fair Breakdown	2015	2014	Diff	
No of people through the door	1308	1149	+159	
Printing Costs	-£568	-£438	-£130	Mainly due to 2 new banners needed to replace lost ones
Raffle	+£744	+£944	-£200	
Door	+£1109	+£687	+£422	Probably following decision to charge senior citizens a nominal charge.
Income from Stalls	+£2625	+£2105	+£520	Increased stall charges
Sponsorship	+£744	+£880	-£136	Sponsorship down from £10 per board (88) to £8 (93)
Refreshments	+£881	+£1091	-£209	Wine for mulling costs plus extra costs for general refreshment purchasing.
Total	+£5535	+£5270	+£265	

I have a more detailed breakdown to hand if the Craft Fair team wish to have this.

Easy Fundraising

We currently have 35 members who help to contribute via Easy Fundraising, the totals raised ranging from £0.05 to £35.53. We need to keep reminding members how this works and the benefits it accrues.

Agreed funding since last meeting

It was agreed at the last meeting that Mr Stonebank would furnish me with a list of departmental requests for funding which I would then pass round the committee for approval or otherwise. I did so, and there being many positive reactions, and no negative ones (except for the laptop request), I was pleased to revert to Mr Stonebank before the end of term so the department heads could start to order equipment before the holidays. The total amount of grants on this occasion is £13,121.

These agreed requests are as follows. You will note that we refused the PC replacement request for the Science department, as we did for a similar Maths dept request last year. We are looking at ways to fund PC replacement costs so as to be able to help departments in general.

What	Teacher	Department	Amount	Date Agreed	State of Request
New Tuba Case	Mr Bullen	Music	£643.62	14/12/2015	Agreed
Posters for Hub 1	Sam Rees	English	£300.00	14/12/2015	Agreed
Paper cutters and light boxes	Christina Stone	Graphics and Photography	£780.00	14/12/2015	Agreed
Carrying/Recharging Case for Linux Tablets	James Hart	Geography	£750.00	14/12/2015	Agreed
CCTV for Bike Storage	James Hart	Youth Travel Ambassadors	£750.00	14/12/2015	Agreed
Tool replacement (see next item)	Yvette Denton	Design Technology	£5,191.00	14/12/2015	Agreed

15 new laptops for Science	Donna Mewis	Science	£5,250.00	14/12/2015	Refused
New flats for Performance Hall	Martin Costello	Performing Arts	£1,200.00	14/12/2015	Agreed
Transponder equipment	Dave Bran	Club - Radioheads	£900.00	14/12/2015	Agreed
Speech to text dictation software	Mary O'Grady	SEN	£895.00	14/12/2015	Agreed
Training for the above	Mary O'Grady	SEN	£545.00	14/12/2015	Agreed
7 Studio Easels	A Dunne	Art	£602.00	14/12/2015	Agreed
Sewing Machine	A Dunne	Art	£565.00	14/12/2015	Agreed

- JL advised that "Easy Fundraising" needs to be publicised and after discussion it was agreed that it would be added to the newsletter and the website.
- Also it was agreed that the £8K (approx.) for lighting to the approach to the Hockey Pitch would be included as agreed expenditure.

4 100 Club Volunteer

A volunteer has agreed to run the 100 club going forward. A big thank you to John Lang for keeping this running in the interim.

5 Volunteers and Volunteer Calendar

As always, there are many events needing covering this term, Rebecca will continue to issue requests for volunteers by email.

6 Fundraising update

- RH advised that the crispy crème company will not allow any more than 360 donuts to be purchased for charity sales at a time. Several options were discussed as this amount is clearly not enough – post meeting update, a "dunkin Donut" sale was held on Friday 12th Feb.

7. Communications Update

No update.

9 AOB

1. The fridge in the PTA room is damaged, JL advised he has looked at commercial chillers LW advised that she will look into prices and liaise with JL.
2. LW also offered to donate a freezer to the Friends – Thank you Louise.

Next Meeting – 22nd February 2016

19:30 – 21:00

