

Friends of Langley Park PTA

Minutes of the Committee Meeting held on 19th April 2016

Attendees:

John Lang, Lydia Davis, Thomas Campbell, Stephen Parsons, Louise Whelan, Mary Leberl and Narrotam Patel

Apologies for absence:

Rebecca Hamilton , Andrea Young, Claire Ceuppens , Juliet Trimby and Anna Howard.

1. Minutes of the last meeting

- The minutes of the previous meeting were agreed with one minor amendment .John Lang pointed out that it was Les Stonebank who had agreed to chase the various departments for their invoices rather than himself.
- It was also agreed to take 100 club volunteer update of the next agenda as Christine Stevens now has this all in hand

2 Treasurers Financial Report

- John Lang went through the financial report there is currently £441 spare cash available for spending
- John also noted that there had been £69 raised through “Easy giving”
- A discussion followed regarding “Easy Giving” and the fact that it was a great way to raise funds easily.
- Steve Parsons has agreed a plan to launch to the staff as part of staff briefing
- It was further agreed that the media department would be asked to prepare a five minute video to demonstrate just how easy “Easy Giving “is and this five minute video could be shown at a number of different places - for example at the Friends welcome evening for new starters.
- **John Lang pointed out that there would be no new grants at the moment because there are no new funds available.**

3 Volunteer Calendar

- Ruth Deans advised that the volunteer calendar was all in hand
- John Lang requested a list of events

4 Sponsored Seats

- Steve Parsons has read the letter but still feels there are minor edits that need to be made. Once he has done this he will revert to Rebecca Hamilton .

- Lydia Davis suggested that the letter needs to be in the body of an email rather than as a separate attachment
- It was agreed that the “Gift Aid” explanation should be made clearer and easier to understand
- There was a discussion regarding sponsor a seat and the need for us to move as an organisation accepting online payments.
- John Lang however pointed out that with online payments there was a delay with money coming in and this would mean more work for the Treasurer as payment reconciliations would need to be made.
- It was finally agreed that for the seat sponsorship we would **not** use Online Payments because it was so important to get this launched as soon as possible
- **Next steps**
 1. Agree wording
 2. Get final comments back to the committee
 3. Ensure we are using an appropriate friends PTA email address for the return of the letters

6 Communications Update

- Possibly have sponsor a seat available for sale at events near the bar
- do sponsor a seat mail drop to alumni - full list needed by friends
- 16th May is ideal date for circulation of the “Sponsor a Seat” letter
- Lydia Davis will ensure the Xmas Fayre date is promoted on the WebSite

8 AOB

- Another Second Hand Uniform sale will be held this term and donations will be requested via the weekly newsletter.

Date of the Next Meeting:

Not agreed during the meeting but post meeting agreed for 17th May @ 19:30