



Minutes of the Cardinal Wiseman PTA

Held on: 23rd Jan 2026

Held at: 10am – Head's Office

Attendance:

Pia, Ambrosy, Tina, Danny, Claire

Opening Prayer: Danny

Apologies: N/A

Matters arising:

Bingo Night on 20th March. Claire has booked - To be paid 7 days before event. Cost covers the host, Bingo machine, card, background music. There will be 8 games with 2 prizes for each game so 16 prizes to be won in total. Danny to send notice to parents for donations and to local businesses. Claire to prepare fliers. Adult volunteers to help on the night. Bar license is £21 – to pay once bank card arrives. Further discussion regarding drinks to buy and set up of room. Ambrosy to order Samosas for the evening from Southall. Booking is live. (Trybooking.com) . Tickets to be sold outside event too. (Action by CA, AF, DC,)

6th Form: Support is needed from the PTA by the sixth form for the prom. Request was made for £1000 for photo booth and cost of tickets. With discussion it was decided that a payment for photo booth. (Action: TC, CA)

Uniform Sale: PTA's first uniform sale generated £500. Next sale scheduled for 28 February from 9:30 to 11:00. Pia agreed to put signs at the entrance. to let the parents know. Danny to send e-mail to parents requesting P.E shorts and tops. Pia and Ambrosy to come the day before to set up. New lost property box arranged by Claire set up in the post room. Email sent to all staff informing them. Cleaner to help with washing of 2nd hand uniform. This is working well.

Thank you: We should thank the old PTA for their outstanding work and contribution. A thank you card from Danny was agreed. (Action DC)

PTA: To make an announcement about the new PTA on the website. We agreed to put a message on website to include the PTA e-mail address on the website where parents can contact for future events, any queries they have. Adding to it was

suggested that we should let the parents know how the PTA functions in terms like how much is spent and on what.

Banking: Tina has made progress in getting the banking system online, which is nearly done. She let us know that she was able to do the transfer of names from the old PTA to the new PTA. Waiting for online set up. Cash only at the moment. To deposit £500 from uniform sale. Outstanding payment for an inspector calls to be paid.

Printing: Claire asked where printing payments are made. Danny agreed to use the admin account, so the school covers.

AOB: None

**Date of next meeting:
6 March 2026**