



**MINUTES OF MEETING HELD AT THE SCHOOL
ON
TUESDAY 14th June, 2016 @ 1930 hrs**

PRESENT

Sam Campbell, Chris Carter, Sarah Cripps, Dave Hawkins, Karen Hawkins, Gareth Fishlock, Matthew Morgan, Jane Mowbray, Jenny Shephard, Charlie Smith & Yasmin Moxon

APOLOGIES: Corinne Goatley & Jos Major

Agenda Item	Action Assignee
<p>Review of actions and matters arising from last meeting</p> <p>It was reported that many parents/carers with a Virgin email account are not able to receive communication from school/PA. Virgin have moved to a new domain host and correspondence from school and PA accounts are treated as spam or are being deleted.</p> <p>Obtain 100 mugs for serving hot drinks – ongoing action. Bookers C&C selection not suitable. CS to investigate acquisition of free supply of logoed mugs</p>	CS
<p>Clothes for a Cause</p> <p>It was agreed to trial the scheme this school year on <u>07.07.16</u>. A letter to parents/carers will be sent in addition to an email shot detailing the scheme requirements and benefits.</p> <p>JS to book date with organisation and send confirmation to DH DH to send email/letter about CfC scheme to parents/carers</p>	JS DH
<p>Uniform shop</p> <p>KH reported that most of the Yr. uniform order items had been delivered; some are still on order. There is a requirement for 120 carrier bags for the clothes in readiness for collection on 02.07.16. Sorting out individual orders will take place on inset day, 24.06.16. It was noted that >300 white shirts were sold this year which significantly reduces the ~1500 stock purchased a few years ago.</p> <p>The uniform shop will include the sale of Raging Bull jackets among its clothing selection to alleviate burden on CC. With a 6 week lead time for supply, it was agreed to order jackets as demand dictates and not hold on to stock. There will be however, one jacket kept for each size in the shop to try.</p> <p>KH to email for help with sorting out Yr. 7 uniform orders on inset day 24.06.16</p>	

<p>CS to investigate possibility of acquiring free carrier bags for Yr. 7 uniform items DH to email volunteers who took Yr. 7 uniform measurements for help on collection day 02.07.16</p>	<p>KH CS DH</p>
<p>Treasurer's report</p> <p>MM presented the accounts on behalf of JM as at 30.04.16. It was noted that £200 proceeds from the wine tasting evening were not reflected in the income. The accounts are looking healthy and post reconciliation of uniform monies, the balance should significantly increase.</p> <p>JM/SCr to amend accounts and note addition of £200 from wine tasting evening.</p>	<p>JM/SCr</p>
<p>Grant requests</p> <p>PA received a heads up from MM regarding school travel costs for SY16/17. The grant request is similar to that received this year (£12k) with an additional £3k to cover the recent Gloucester cathedral trip for the school's anniversary service. The travel costs normally include coach hire for travel to sports fixtures and other events away from school that the students do not get charged for e.g. cathedral trip mentioned above. MM was challenged if the £12k would be a recurring request. MM said if request was rejected, school would reduce provision elsewhere in budget to find the funds. There was no objection from PA members and the grant request for £15k in the next SY will be progressed.</p> <p>MM noted that Gift Aid has brought in £65k for the year and that his target is to achieve £130k if possible. Other items on the wish list for grant requests although not immediately required – extra science equipment, foreign language support, extra sports equipment, school minibus replacement.</p> <p>JM/SCr to note commitment for grant request in PA income & expenditure account</p>	<p>JM/SCr</p>
<p>Sports evening</p> <p>Sports evening is scheduled for Thursday 14.07.16 from 1830 – 2030 hrs, weather permitting. If cancellation of the event is required, it will be made by 1430 hrs on the 14th. It was agreed that burgers/sausages, ice-cream and light refreshments (no alcohol) would be served. SC confirmed that she and husband had volunteered to organise bbq. There was a discussion on amount of buns/burgers/sausages required but final numbers would be decided closer to the time. SC offered help with cooking.</p> <p>SCr to find out if Walls will donate ice cream for the sports evening event DH to ask JM if usual ice cream van contact has indicated interest to attend event DH to confirm with VT if she and husband volunteering for organising bbq DH to email parents/carers one week before sports evening with event details</p>	

<p>Fund raising calendar</p> <p>It was agreed to provisionally book Friday 18.11.16, for Quiz & Pudding night.</p>	
<p>100 club</p> <p>The winning numbers for</p> <ul style="list-style-type: none"> - April are: 75, 8, 93 - May are: 45, 89, 46 	
<p>AOB</p> <p>CG had indicated that help is required with refreshments on 02.07.16 during the Yr. 7 induction day.</p> <p>DH reported that he'd not received any response to previous notice of PA vacancies. SCr volunteered to cover Treasurer post till AGM and also expressed an interest in the role for next SY 16/17. JM will conduct a handover with SCr including being added as a bank signatory.</p> <p>DH to email for help serving refreshments at Yr 7 induction day on 02.07.16</p>	<p>DH</p>
<p>Close</p> <p>The meeting closed at 8:45pm.</p>	

Next meeting is scheduled for Tuesday 27.09.16 @ 1930 hrs