



**MINUTES OF MEETING HELD AT THE SCHOOL
ON
TUESDAY 9th May, 2017 @ 1930hrs**

PRESENT

Sam Campbell, Chris Carter, Sarah Cripps, , Gareth Fishlock, Corinne Goatley, Dave Hawkins, Karen Hawkins, Elisa Jordan, Jos Major, Matthew Morgan, Yasmin Moxon, Jenny Shephard, Charlie Smith, Michelle Sterry

APOLOGIES: Jennie Clist-Woodward

Agenda Item	Action Assignee
<p>Review of actions and matters arising from last meeting</p> <p>Refer to table at the end summarising actions and their status. No matters arising</p>	
<p>Treasurer's report</p> <p>SCr presented the income and expenditure account for the months of March and April. The account is in good health generally although there were notably fewer transactions due to Easter holidays</p>	SCr
<p>School Development Fund (SDF)</p> <p>Refer to sections on Silent Auction and Parent Survey below</p>	SW
<p>Grant requests</p> <p>There was no grant request made</p>	
<p>Small grant requests</p> <p>The small grant application form had been previously sent to committee members for comment and the final version was agreed at the meeting. SW received feedback from few teachers that the form was user friendly. There was a short discussion on whether funding of textbooks was permissible under PA constitution. The constitution is available on the PA section of the STRS website (https://strschool.co.uk/parents/association/committee). It was agreed that the small grant application form should be sent to all staff and suitable applications should be brought back to the next meeting. It was also agreed to consider reviewing the constitution if the PA was not currently able to grant monies to items for example books. SW noted that there are specific funding sources for school books e.g. individual donors etc.</p>	CG/YM ALL
<p>Parents survey</p> <p>SW reported 104 responses back from around 1000 recipients. The surveys currently showed strong support for fund raising events involving sons/daughters, as well as support for additional funding of STEM subjects and teaching staff costs & essential resources. There were a number of offers of help for the PA</p>	MM/SW

<p>including joining the PA committee. SW was hoping for more responses once a reminder email was sent out</p>	
<p>Updates</p> <p><i>Uniform shop</i> KH reported that 212 shirts/blouses had been sold recently and that a request would be sent out for help to distribute new Yr 7 uniforms during induction day on 01.07.17. CG reported that she had forwarded to KH three names of volunteers who had already volunteered to help on this date with the uniform shop.</p> <p><i>Refreshments rota</i> The refreshments rota was almost complete with a couple of dates in July still needing helpers. CG reported that she had ordered a box of cheaper hot drink cups online but that it had taken 10 days for them to arrive and therefore it would be better to buy from Bookers unless we could anticipate demand further in advance.</p> <p><i>PA webpage</i> Various information on the website requires updating; YM to progress</p> <p><i>Minibus replacement</i> Sponsorship logos to be placed on the side of the new minibuses need to be sent to supplier by June in order to be installed without additional cost. CC agreed to confirm these to JM asap</p> <p><i>Clothes recycling</i> EJ presented a table of options for raising funds through clothes recycling. It was recognised that the uniform shop had lots of bags of material to recycle. After discussing the merits of each option, it was decided to use Bristol Textiles Recycling even though they don't provide collection bags. EJ and KH agreed to coordinate to arrange the date and advertising for this</p> <p><i>GiftAid</i> SCr noted that the school and the PA do not have the same financial accounting year meaning the gift aid claimed would have to reflect this</p> <p><i>EasyFundraising</i> SCr reported that a cheque was received for £559.79 to reflect earnings from this scheme. In order to encourage more participation from the school community, It was agreed that a laptop should be set up at future fundraising events to demonstrate how easy it actually is to sign up for the scheme. CG agreed to send an email encouraging more parents to join the scheme</p>	<p>KH</p> <p>CG</p> <p>YM</p> <p>CC/JM</p> <p>EJ/KH</p> <p>SCr</p> <p>CG</p>
<p>Fund raising calendar</p> <p><i>Silent auction</i> It was noted that the poster for this activity was quite attractive and full of information. JM reported that a number of bids had been received so far and that an email reminder would go out the following day. CG reminded the committee that the silent auction arose from having a number of auction prizes given for the wine tasting evening that had been cancelled. The deadline for bids was 12.05.17</p> <p><i>Wine tasting evening</i> The event was cancelled due to lack of ticket sales. It was recognised that the online ticket option was a benefit and should be considered for future events. It was possible that many parents attended events at school to meet teachers or members of staff and that this may have been the reason this event was unsuccessful</p> <p><i>Easter hamper raffle</i> Ticket sales earned ~£1k. CG reported that she had completed the report needed</p>	<p>JM</p> <p>CS</p>

<p>for the gambling licence. After discussion, it was agreed to send one book of tickets home with years 7 and 8 but to sell the remaining on reception and at events identified during the term including rugby fixtures. It was agreed that tickets and hampers needed to be available from early in the term and that the next one should be held during Christmas term 2017. CS agreed to lead this again</p> <p><i>Summer sports evening</i></p> <p>It was agreed that the PA would be responsible for the refreshments and some stalls at the summer sports evening on Thursday 13 July. A back-up date in case of bad weather would be Friday 14 July. The new year 7 intake for September had been invited to the event and CC reported that there would be a marquee available to use for the food stalls. CG and JM would take the lead for this event but it would be appreciated if everyone help if possible. Detailed plans would take place outside this meeting but would be reported and discussed at the next PA meeting</p> <p><i>Year 7 BBQ</i></p> <p>It was agreed that a BBQ would be run during the uniform distribution morning on 01.07.17. SCr agreed to coordinate the food and drink for this. CG agreed to contact Sue Bain to confirm arrangements</p> <p><i>Summer concert</i></p> <p>It was agreed that refreshments/tickets would be sold for this event on 07.07.17 based on the theme of 'stage and screen'. It was agreed that popcorn, strawberries and cream and Pimms may be offered at this event. Proceeds would be split with Music department. CG would act as lead for this event</p> <p><i>Quiz and Pudding night</i></p> <p>It was agreed that these were popular events and that another should be planned for the autumn term. CC volunteered to book a date shortly after the October half term break in the quiz master's diary and MS/SCr agreed to help organise event</p>	<p>JM/CG/SCr</p> <p>SCr/CG</p> <p>CG</p> <p>CC/SCr/MS</p>
<p>Fundraising Strategy and action plan</p> <p>CG explained that the attached paper was drafted as an overview of the fund raising ideas and activities planned for the next few terms. In addition to the items discussed previously, the following points were made</p> <p><i>Communications with new year 7 parents</i></p> <p>There was a discussion on how best to promote communications and the merits of a closed Facebook page were debated. It was agreed to consider the options at the next meeting</p> <p><i>Year 13 cookery lessons</i></p> <p>YM agreed to investigate the feasibility of this option and to report back to the next meeting</p>	<p>CG</p> <p>YM</p>
<p>100 club</p> <p>The winning numbers for March are – 123, 38, 57</p> <p>The winning numbers for April are – 18, 16, 70</p>	
<p>AOB</p> <p>There were no AOB items</p>	
<p>The meeting closed at 21.35 hrs.</p>	

Next meeting is scheduled for Tuesday 06.06.17 @ 1930 hrs

Summary of actions

Meeting date	Action/status	Who
10.01.17	CC to purchase 2 clocks for Chess club and send invoice to SCr for reimbursement. Ongoing, cheque ready to be issued	CC/SCr
10.01.17	KH/MM to review feasibility of holding a series of 'Head master chef' social events using different cultural foods on each evening. Ongoing	KH/MM
10.01.17	MM to include 'PA committee link' to scope of role when new 6 th Form observators are appointed in school year 17/18. Ongoing	MM
14.03.17	Send list of refreshments rota helpers and uniform shop helpers to SW for distribution of Friends of STRS badges in recognition of their efforts. ongoing	KH/CG
14.03.17	Send email request to PA committee for assistance during last week of school to sort out uniform deliveries Complete	KH
09.05.17	Book hall and quiz master for SY17/18 Q&P night shortly after 1 st half term break	CC
09.05.17	Send sponsorship information for replacement mini-bus to JM	CC
09.05.17	Organise xmas hamper raffle activity during autumn term of SY 17/18	CG
09.05.17	Send email reminder for silent auction and link to parent survey to school community	CG
09.05.17	Review 100 club rules covering unbought numbers that are drawn as winners	ALL
09.05.17	Review PA constitution following discussion on grey area on funded items	ALL
09.05.17	Send final version of small grant application form to all school teachers before considering any submissions for approval	CG/MH
09.05.17	Update all aspects of the PA website to ensure that information is current	YM/MH
09.05.17	Set a date for clothing collection and coordinate logistics with school	EJ
09.05.17	Confirm if tombola box is available to borrow for summer sports evening	DH
09.05.17	Book hall and quiz master for Q&P night after October half-term so it does not clash with Children in Need	CC
09.05.17	Organise food/drink and additional help for Yr 7 BBQ	SCr
09.05.17	check feasibility of year 13 cookery lessons	YM