



**MINUTES OF MEETING HELD AT THE SCHOOL
ON
TUESDAY 23rd January, 2018 @ 1930hrs**

PRESENT: George Angel, Sarah Cripps, Joanne Edgeworth, Corinne Goatley, Karen Hawkins, Elisa Jordan, Vicki Lynn, Matthew Morgan, Yasmin Moxon, Jenny Shephard, Charlie Smith, Michelle Sterry, Kerry Williams

APOLOGIES: Chris Carter, Ellie Fujioka, Dave Hawkins, Danella Lyftogt

Agenda Item	Action Assignee
<p>Minutes of the last meeting dated 7 November 2017 The minutes of the last meeting were agreed to be a correct record of the discussions subject to amending 'IT' to 'science' under Grant requests</p>	YM
<p>Review of actions and matters arising from last meeting No other matters arising from last meeting. CG reported that our PA link sixth former had proved to be very helpful.</p>	
<p>Treasurer's report SCr presented the income and expenditure account for the months of November and December. The account balance for each month was good and all expenditure was as expected. The final minibus lump sum payment had been made and monthly payments were now continuing. Income from Christmas related fundraising events was shown. Gift aid monies had not yet been received. A cheque from Easyfundraising had been received that day.</p>	
<p>Grant requests MM notified the committee of the school priority to refurbish 3 school science laboratories. The school had been awarded £48k via external funding towards the project which was anticipated to cost about £100,000 with a target completion date of June/July 2018. The committee agreed to award £3k to the school to be divided between the Art (£1k) and Science (£2k) departments to purchase equipment as outlined on the previous equipment priority list.</p>	SCr/MM

<p>Updates</p> <p><i>Uniform shop</i> KH presented the new price list for all items and this was approved by the committee. It was noted that very few volunteers had signed up for the various measuring sessions but future appeals for assistance will include using the established Facebook pages. MM agreed to include an appeal for uniform shop assistance in the next global email from the Headmaster</p> <p><i>Refreshments rota</i> CG reported poor response to call for non-sport events refreshment support. The new sports WhatsApp groups had proved to be popular and successful, with groups appreciating the opportunity to get to know each other and swap information</p> <p><i>PA webpage</i> MM noted that the new school website was now operational but a few updating issues still needed to be resolved.</p> <p><i>Facebook for year 7 and 8 parents</i> The user groups have been running smoothly with increased membership.</p>	<p>EJ MM</p>
<p>Review of activities</p> <p>YM agreed to update the review of activities spreadsheet with learning from the recent fundraising activities and circulate it to the committee.</p> <p>MM suggested that some members of the PA should be trained in the provisions of the school's alcohol licence. CG agreed to contact Jason about finding a date for a group of the committee to receive this training.</p>	<p>YM CG</p>
<p>Fund raising calendar – spring term</p> <p><i>Bristol textiles clothes recycling</i> EJ confirmed 22.02.18 and 10.05.18 as the collection dates</p> <p><i>Quiz and Pudding night</i> CG confirmed the event date as 02.03.18. CG confirmed that the date had been put in the school calendar and that she would send out doodle sign up email closer to the time.</p> <p><i>Spring concert refreshments</i> GA reported that there may be a change of date for the spring concert and that he would check and confirm after the meeting. The committee agreed that a more substantial bar would be provided at the event and SC agreed to organise the supplies and set up the bar</p> <p><i>Silent auction</i> Following the success of the previous silent auction, it was agreed to investigate organising a promises silent auction during this term, to be completed early in the summer term.</p>	<p>EJ CG CG/SC</p>

CG and YM agreed to investigate this idea and contact everyone with some ideas	YM/CG				
<p>Fund raising calendar – future activities</p> <p><i>Year 13 cookery lessons</i> YM reported that having spoken to the Head of Year, it was a risky activity to undertake with little benefit as a fundraiser because the target audience was not guaranteed to attend</p> <p><i>Second-hand textbook sales</i> The committee agreed that this initiative could be activated towards the end of the school year once the new textbooks had been used.</p> <p><i>Refreshments for Summer sports evening/</i> The committee agreed to work with the school in this event as last year. CG agreed to send out further details closer to the time</p> <p><i>New Yr 7 induction morning</i> The committee agreed to support this event based on previous successful sales. CG and SCr would contact committee members closer to the date It was agreed that the summer concert would be supported but with a simple range of refreshments rather than a full bar to reduce workload at the end of the summer term</p> <p><i>Autumn term events</i> The quiz & pudding night date has been confirmed for 09.11.18 which will align with Christmas pudding sales plans.</p> <p>YM and MS agreed to investigate options for organising a parent film evening in the drama studio in the autumn term. They would report back to the next meeting</p> <p><i>Social event in 2018</i> It was agreed that the committee would work with the school to organise a midsummer ball in 2019. VL and GA agreed to support the PA in this project as well as to include advice about inviting alumni where possible. KH suggested inviting ex-students to perform and provide music to save on cost. CG agreed to set up an evening meeting inviting any parents who may be able to help with this so that options could be considered in more detail.</p>	<p>CG/SC</p> <p>YM/MS</p>				
<p>100 club</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">The winning numbers for November</td> <td style="width: 50%;">38, 30, 81</td> </tr> <tr> <td style="text-align: right;">December</td> <td>89, 24, 56</td> </tr> </table>	The winning numbers for November	38, 30, 81	December	89, 24, 56	
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December	89, 24, 56				
<p>AOB</p> <p>CG reported that the small charities gambling licence had been renewed and the required report following from the Christmas raffle had been sent to Gloucester City Council.</p>					
<p>The meeting closed at 21.00 hrs.</p>					

Next meeting is scheduled for Tuesday 24.04.18 @ 1930 hrs

Summary of actions

Meeting date	Action/status	Who
12.09.17	Obtain receipts for all grants made to the school	SC
12.09.17	Prepare name stickers for all volunteers for all PA events	CG/KH
23.01.18	Include appeal for uniform shop assistance in the next global email from the Headmaster	MM
23.01.18	Check school calendar and confirm that spring concert date is correct	GA
23.01.18	Investigate suggestion of organising a silent auction of promises and send out to committee for review	CG/YM
23.01.18	Set up meeting to discuss options for midsummer ball in 2019	CG
23.01.18	Contact Jason to set up training for school alcohol licence for PA committee	CG
23.01.18	Organise the bar and helpers for spring concert	CG/SC
23.01.18	Review options for organising a parent film evening and present to next PA meeting	YM/MS
23.01.18	Put PA activities for the next few terms in diaries	ALL
23.01.18	Organise next quiz and pudding night	CG/SC
23.01.18	Give cheque for £3,000 to school for art and science equipment	SC/MM