



**MINUTES OF MEETING HELD AT THE
SCHOOL ON
TUESDAY 9th October 2018 @ 20.15hrs**

PRESENT: Mena Canning, Chris Carter, Sarah Cripps, Joanne Edgeworth, Corinne Goatley, Elisa Jordan, Matthew Morgan, Yasmin Moxon, Jenny Shephard, Charlie Smith, Michelle Sterry, Kerry Williams

APOLOGIES: Sam Watson

Agenda Item	Action Assignee
<p>Minutes of the last meeting dated 5 June 2018 The minutes of the last meeting were agreed with no comments</p>	
<p>Review of actions and matters arising from last meeting CG reported that KW, CG, SC and YM had attended alcohol training and that she would arrange another session with Nicky Poole for EJ, CS, JE. No other matters arising from last meeting.</p>	CG
<p>Treasurer's report SC presented the income and expenditure account for the months of June, July, August and September. There were no major issues needing to be reported</p>	
<p>Grant requests</p> <p>a) LRC requests - A request for funding by the manager of the LRC circulated prior to the meeting was considered. It had been agreed by email to fund three further years subscription to The Economist. After discussion of the options presented to the Committee, it was agreed to fund three further years subscription to The New Scientist (£510 with VAT) and to support the funding of e-books using Wheelers at a cost of £1,004. It was felt this would support all students at the school rather than specific year groups as well as be a valuable asset to the English department. CG would inform the LRC manager of this grant and SC would coordinate to arrange payments</p> <p>b) House badges - CC reported that the house pins had now been purchased and distributed to all pupils.</p> <p>It was agreed to grant £5,000 to pay for science equipment now that the new laboratories had been completed. SC to organise the payment of this</p>	<p>CG</p> <p>SC</p>

<p>Updates</p> <p><i>Uniform shop</i> It was reported that KH had resigned as uniform shop manager on 1 October and that the running of the shop had been taken over by a team of regular shop volunteers supported by PA trustees. The card payment option continued to be well received. With free transactions still available.</p> <p><i>Refreshments rota</i> CG reported that the non-sports refreshments rota was working well and that Diane Hopwood was organising the WhatsApp groups very well to ensure the sports teas were being provided. A good response had been obtained from the informal year 7 meeting in September.</p> <p><i>GDPR</i> The Committee would review the final version of the privacy policy at the next meeting YM would set up Dropbox and upload all GDPR documents as well as other useful documents that the Committee may need to access</p> <p><i>Facebook</i> EJ reported that the new Yr 7 closed Facebook page had been set up. It was agreed that EJ would also manage the uniform shop Facebook page.</p> <p><i>SumUp Card machine</i> It was agreed to continue using the card machine but to continue to review the costs at each meeting</p> <p><i>Easyfundraising</i> Another cheque had been received and it was agreed that the PA should continue to encourage parents to use this website.</p>	<p>YM</p> <p>EJ</p>
<p>Review of activities</p> <p><i>New Year 7 information morning</i> This was another successful morning with everyone working well together. It was agreed that next year, we needed to consider the weather when deciding what refreshments to provide</p> <p><i>Sports Evening</i> This went very well with all drinks selling out within the first two hours. Profits were higher than last year and everything ran smoother have changed a few things from the previous years.</p> <p><i>Year 7 informal parents evening</i> Having the sixth formers providing the drinks allowed the PA to talk to parents more easily and therefore get more volunteers to help with PA activities</p>	
<p>Fund raising calendar – autumn term</p> <p><i>Clothing recycling</i> This would take place on Wednesday 7 November</p> <p><i>Christmas puddings</i> Unfortunately, it was decided that the PA should not organise Christmas puddings this year because the company had changed their charging structure and products which meant it no longer would benefit us.</p> <p><i>Quiz and pudding night 9 November</i> This had been booked into the school diary and parents had been notified. Arrangements would be made in the next few weeks via email.</p> <p><i>Film evening</i> YM and MS agreed to continue working together to arrange this</p>	<p>CG</p> <p>YM/MS</p>

<p>Fund raising calendar – future activities</p> <p><i>Summer Ball 6 July 2019</i> The key arrangements had been made for this event next summer. It had been agreed with SC that the PA would act as banker for this event eg providing up front monies for deposits etc. ultimately balanced against the profits made once tickets had been sold.</p> <p><i>Spring term social event 2019</i> It was agreed that another quiz and pudding night should be booked for March</p> <p><i>Easter raffle</i> It was agreed that the PA would organise an Easter hamper raffle like in previous years. The committee would buy the hamper contents rather than asking for donations from parents to encourage more parents to buy tickets. CS and CG agreed to work together on this next term</p> <p><i>Merchandising ideas</i> The idea of selecting some suitable PA products to sell may be a good source of income. It was agreed that this should be discussed at the next meeting</p>	<p>CG/SC</p> <p>CG</p> <p>CS/CG</p> <p>CG/KW</p>
<p>100 club The winning numbers for August – 87, 9 & 70 September 7, 66, 20</p>	
<p>AOB There were no AOB items</p>	
<p>The meeting closed at 21.30 hrs.</p>	

The next PA meeting is scheduled for Tuesday 15 Jan 2019 @ 1930 hrs

Summary of actions

Meeting date	Action/status	Who
24.04.18	Organise training in management of alcohol licence via Nicky Poole	CG
24.04.18	Check suitability of Drama studio facilities and identify date for film event via CC ONGOING	YM
09.10.18	Book next Q and P date	CG
09.10.18	Arrange payment of grants to LRC manager and science lab equipment	SC