



SIR THOMAS RICH'S
PARENTS' ASSOCIATION

**MINUTES OF MEETING
HELD VIA ZOOM ON
Tuesday the 19th January 2021**

PRESENT: Kerry Canning, Sarah Cripps, Diane Hopwood, Elisa Jordan, Paula Turner, Matthew Morgan, Dawn Davis, Chris Carter, Razeya Mohamedy, Tessa Ingram.

APOLOGIES: Jenny Shepard, Sarah O'Neill, Charlotte Pallister, Yasmin Moxon, Mena Canning, Charlie Smith

Agenda Item	Action Assignee
<p>Minutes of the last meeting dated 17th November 2021</p> <p>The minutes of the last meeting were agreed with no comments & actions are complete</p>	
<p>Review of actions and matters arising from last meeting</p> <ul style="list-style-type: none"> • Amazon Smile missing money has been chased and should be paid by end of Feb. Action to check at next meeting. • Further information on my school lottery required 	<p>EJ/PT DD</p>
<p>Treasurer's Report</p> <ul style="list-style-type: none"> • Low sales in Nov due to lockdown. • All reversible rugby shirts written off in Dec as well as samples of all new items for the try on rail. This is skewing the Dec P&L. • 100 club seeing reduction in numbers – Paula to check that parents who have not paid really meant to. • Sarah to deliver accounts to accountant for checking and signing 	<p>PT SC</p>
<p>Grant Requests</p> <ul style="list-style-type: none"> • A new video camera, microphones etc are being purchased to support the 6th form virtual night. This is circa £5k. Chase Nicky for the request form for the new part. • PT has received 2 invoices and do a bank transfer to pay – <ul style="list-style-type: none"> ○ one for just under £11k which is part of the IT equipment above. ○ Another for £3k for 3 new projectors for the F block due to heavier use. 	<p>KC PT</p>

<p>Updates</p> <p><i>Uniform Shop</i></p> <ul style="list-style-type: none"> • See uniform shop report. • Agreed price increase on games kit items listed in the report - 50p per item. • Insurance – currently only covered for just over £14k of stock with parent kind insurance. Stock is not covered by school insurance. Therefore, we are under insured. Not possible to increase cover with current provider. <ul style="list-style-type: none"> ○ Researching other providers for stock cover. ○ Kerry also to check with her contacts on £40k - £50 of cover. <p><i>Facebook</i></p> <ul style="list-style-type: none"> • 536 members in total. • Elisa to set up a Sept 21 year 7 group & also contact R Davies to ensure it's included in comms to new parents. • Change current year 11 in summer to year 12 <p><i>Gift Aid</i></p> <ul style="list-style-type: none"> • No new updates. <p><i>Amazon Smile / East Fundraising</i></p> <ul style="list-style-type: none"> • Next donations due in Feb. <p><i>Xmas Quiz</i></p> <ul style="list-style-type: none"> • Great success and thanks to Kerry and Elisa for organising. £590 profit. • Next one booked for 12th March. <p><i>Mufty Day</i></p> <ul style="list-style-type: none"> • Went well, £1640 raised in total. Payment to be received in March. 	<p>SC KC</p> <p>EJ EJ</p>
<p>Review of Activities</p> <p><i>PA Information Sheet</i></p> <ul style="list-style-type: none"> • Review and update in publisher 	<p>DD</p>

<p>Spring Term Fundraising</p> <p><i>Next Mufty Day</i></p> <ul style="list-style-type: none"> • Potential to do another sports day one as unlikely to want cash in school. • Wait until school is back before scheduling another mufty day. <p><i>Easter Raffle</i></p> <ul style="list-style-type: none"> • Cash prizes / vouchers. • Check what vouchers are available • Raffle drawn over zoom. • Could be sold via shop website. • 1st Prize - £100, 2nd Prize £50, 3rd Prize £25 with possible vouchers. • The draw will need to be printed on tickets – 30th March 7.30pm. • £1 per ticket. 	<p>EJ</p> <p>EJ</p>
<p>Other Items</p> <p><i>Constitution Review</i></p> <ul style="list-style-type: none"> • Current constitution requires review. • Ideally use parent kind constitution as a base for review. • Schedule separate meeting to review. <p><i>PA Website Updates</i></p> <ul style="list-style-type: none"> • Needs a full review and update. DD to action. <p><i>Schoolwear Association Membership</i></p> <ul style="list-style-type: none"> • Decided not to join. <p><i>Diversity & Inclusion</i></p> <ul style="list-style-type: none"> • Think of other events that are more inclusive and may not involve gambling and alcohol, eg virtual scavenger hunt. <p><i>Video Message to parent community</i></p> <ul style="list-style-type: none"> • Introducing PA to parents and potentially include 100 club draw.. 	<p>KC</p> <p>DD</p> <p>All</p> <p>KC</p>

100 club

The winning numbers

Month	1st	2nd	3rd
November	80	108	135
December	145	143	44

The meeting closed at 21.45

Future Meeting Dates

Tuesday the 30th March 7.30pm

Next Virtual Quiz – Friday 12th March 7.30pm