



SIR THOMAS RICH'S  
PARENTS' ASSOCIATION

**MINUTES OF MEETING  
HELD VIA ZOOM ON  
Tuesday the 30<sup>th</sup> March 2021**

**PRESENT:** Kerry Canning, Sarah Cripps, Diane Hopwood, Elisa Jordan, Paula Turner, Matthew Morgan, Mena Canning, Dawn Davis, Jenny Shepard, Razeya Mohamedy

**APOLOGIES:** Yasmin Moxon, Charlie Smith, Charlotte Pallister, Tessa Ingram

<b>Agenda Item</b>	<b>Action Assignee</b>
<b>Minutes of the last meeting dated 19<sup>th</sup> January 2021</b>  The minutes of the last meeting were agreed with no comments & actions are complete	
<b>Review of actions and matters arising from last meeting</b>  <ul style="list-style-type: none"><li>• Complete</li></ul>	
<b>Treasurers Report</b>  <ul style="list-style-type: none"><li>• Please refer to the report issued before the meeting for details.</li><li>• Minimal income due to lockdown.</li></ul>	
<b>Grant Requests</b>  <ul style="list-style-type: none"><li>• Kerry to chase £5k request from Nicky.</li></ul>	KC

<p><b>Updates</b></p> <p><i>Uniform Shop</i></p> <ul style="list-style-type: none"> <li>• Issue with size of next YLB neck size may be fixed with supplier taking stock back and ‘cracking’ them and returning to school.</li> <li>• Y7 fittings – plan in place with zoom training session planned beforehand.</li> <li>• High uptake on replacement blazer appointments.</li> <li>• Reservio has saved so much time in scheduling the bookings.</li> <li>• Stock take plan for end of April, with a full one for end of accounting year.</li> <li>• Sixth form fitting planned for after GCSE results as leadtime now allows.</li> <li>• Data Protection policy – needs to be updated to include the example about parent protocol for uniform shop.</li> </ul> <p><i>Facebook</i></p> <ul style="list-style-type: none"> <li>• 537 members across 5 year groups.</li> <li>• Requests being received for 2021.</li> </ul> <p><i>Gift Aid, Amazon Smile &amp; Easy Fundraising</i></p> <ul style="list-style-type: none"> <li>• Amazon Smile missing money – Elisa chasing and hopeful the £92.94 will be paid by the end of May.</li> <li>• Gift Aid – submission to be done after Easter</li> <li>• Send MM details on how to donate to be included in next parent comms</li> </ul> <p><i>Raffle</i></p> <ul style="list-style-type: none"> <li>• Profits are circa £1000. Very little admin required. Elisa to get bank details of winners for Paula to send winnings.</li> </ul> <p><i>Quiz Night</i></p> <ul style="list-style-type: none"> <li>• Successful quiz night. Raised circa £700 minus fees. Good feedback received.</li> <li>• Book first week of December for next week with quiz master. Review if virtual or in person nearer the time.</li> </ul> <p><i>PA Website</i></p> <ul style="list-style-type: none"> <li>• Updated</li> <li>• Separate out 100 club from other ways to donate.</li> </ul>	<p>KC</p> <p>PT</p> <p>EJ</p> <p>EJ/PT</p> <p>EJ</p> <p>DD</p>
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<p><i>100 Club</i></p> <ul style="list-style-type: none"> <li>• Look to rebrand in the future as over 100 numbers in circulation.</li> <li>• Sign up form requires rework to include new bank account details. Could this be a digital form to filled in via the PA website.</li> </ul>	DD/PT/SC												
<b>Review of Activities</b>													
<p><b>Summer Term Fundraising</b></p> <p><i>Sports Day</i></p> <ul style="list-style-type: none"> <li>• Unlikely for sports day to go ahead in previous format. No requirement for food stalls.</li> </ul> <p><i>Next Mufty Day</i></p> <ul style="list-style-type: none"> <li>• Ok to proceed with another mufty day via text donate - 21<sup>st</sup> May 21.</li> </ul>													
<p><b>Constitution Review</b></p> <ul style="list-style-type: none"> <li>• Kerry send invite out on 29<sup>th</sup> April at 7.30pm</li> </ul>	KC												
<p><b>100 club</b></p> <p>The winning numbers</p> <table border="1" data-bbox="193 1249 719 1368"> <thead> <tr> <th>Month</th> <th>1st</th> <th>2nd</th> <th>3rd</th> </tr> </thead> <tbody> <tr> <td>January</td> <td>92</td> <td>63</td> <td>138</td> </tr> <tr> <td>February</td> <td>44</td> <td>37</td> <td>55</td> </tr> </tbody> </table>		Month	1st	2nd	3rd	January	92	63	138	February	44	37	55
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<b>The meeting closed at 21.30pm</b>													

**Future Meeting Dates**

Thursday 20<sup>th</sup> May at 7.30pm