



**MINUTES OF THE COMMITTEE MEETING
HELD AT THE SCHOOL ON
TUESDAY OCTOBER 13th 2015 AT 8:15PM**

PRESENT

Sam Campbell, Chris Carter, Sarah Cripps, Corinne Goatley, Dave Hawkins, Karen Hawkins, Gareth Fishlock, Jos Major (JM), Matthew Morgan, Jane Mowbray (JAM), Jenny Shephard, Rebecca Smith & Victoria Turner

APOLOGIES

Yasmin Moxon, Helen Taylor & Samantha Watson

Agenda Item	Action Assignee
Minutes for the last meeting were approved.	
<p><u>Matters arising</u></p> <p>Regarding items for the website – CG wanted to add some details to the PA pages about the refreshments team. She will send information to VT.</p> <p>The wine tasting evening will be in March 2016. The date will be finalised later.</p> <p>The proposed rugby evening did not take place, owing to unavailability of staff.</p>	CG
<p><u>Treasurer's report</u></p> <p>JM had not received September's bank statement in time to prepare a profit and loss statement for last month but a lot of money had been banked recently and cash-in-hand stood at around £33,000.</p> <p>It was agreed that there should be a reminder about using EasyFundraising, in order to catch pre-Christmas online shopping. DH would include this in his next e-mail to parents.</p>	DH
<p><u>Bank Signatories</u></p> <p>One of the uniform suppliers is offering substantial discounts, if invoices are paid within 10 days. In order to take advantage of this, it would be beneficial to have an additional signatory on the bank account, who works in the school. MM agreed to ask Jane Morton if she would be prepared to take on this role.</p>	MM

<p><u>Uniform shop</u></p> <p>Hoodies have been selling well. The large blazer order has been placed.</p> <p>Some parents were still not planning ahead with blazer purchases - many blazers were sold from stock in September and October. A 20% surcharge is now being applied for special rush orders, where parents have failed to attend measuring events and their requirements cannot be met from stock.</p>	
<p><u>Grant Requests</u></p> <p>There were no grant requests at present – the school’s funding situation remained difficult.</p>	
<p><u>Quiz and Pudding Night (13th November)</u></p> <p>This event clashes with the BBC Children in Need telethon, so it was agreed that one “Heads and Tails” game should be run with the proceeds going to Children in Need. VT had produced a doodle for volunteers and would make trifles with the existing stock of custard. CC noted that posters could be displayed in school before half term.</p>	
<p><u>Fund raising calendar</u></p> <p>The wine tasting event with Mr Pitel would now be in March 2016.</p> <p>VT proposed a Six Nations rugby evening in February, she would investigate suitable dates and report to the next meeting. It was noted that Saturday rugby-related events were not going to work, owing to school rugby fixtures.</p> <p>It was decided not to plan another Quiz and Pudding Night in the New Year, as this would clash with similar events planned by CC for the rugby fundraising.</p> <p>MM explained that the coming year would be the 350th anniversary of the school and also the 70th anniversary of rugby at STRS. There would be an anniversary celebration on 26th May at the Cathedral with a school gala concert before this. Given this, there would be no requirement for a PA-led major summer event in 2016.</p> <p>MM also explained that at some point in the new year, the House Music competition would now be run in the evening and the school would welcome PA support at this event.</p> <p>Various suggestions of fundraising events were mooted: a “Tommie’s Got Talent” competition, a ceilidh and an 80’s themed disco for parents. The possibility of running car-boot sales was discussed (the Crypt School’s PA finds these successful) but the available space for such an event at STRS was not particularly suitable.</p>	<p>VT</p>

<p><u>Refreshments Team</u></p> <p>CG had drawn up a list of supplies needed for the new Pavilion kitchen, which came to around £200 in total. These would be purchased by half-term, so that the Pavilion could be used for sports events next term. KH and DH had a spare urn that they could donate, to save purchasing a new one.</p> <p>For events in the hall, such as speech night, CG queried whether it would be more sensible to purchase a stock of 400 wine glasses. Recent experience with hiring glasses from supermarkets had been poor – the glasses were frequently not clean on arrival. Majestic wine offered a better service but we were then obliged to purchase their wine. It was agreed that we should investigate how much it would cost to create a pool of glassware to be used by both the PA and CC’s rugby fundraising team. The issue was not only the cost of the glasses but also storage boxes or crates – SarahC had identified a source of plastic crates with lids but these cost £14 each. VT would investigate whether her contacts in the catering industry could source glasses or crates wholesale for us. A decision would be taken at the next meeting.</p> <p>CG volunteered to share the list of refreshments volunteers with the whole committee, in order to allow volunteers to assist with other PA events, where appropriate.</p> <p>CG had arranged a PA social event in the Sixth Form Common Room on Tuesday 24th November from 7.30pm to 10.30pm. She suggested that everyone brings a small plate of food on disposable plates and a bottle/drink that we can share. All PA volunteers are welcome.</p>	<p>VT, CG</p>
<p><u>100 club</u></p> <p>The winning numbers for August are: 55, 10 and 63. The winning numbers for September are: 36, 49 and 11.</p>	
<p><u>AOB</u></p> <p>DH reported that there had been a discussion prior to Speech Night over the funding of the catering for this event but the PA constitution did not allow for this. However, many of the prizes are nominally funded by the PA. It was agreed that, where prizes were no longer funded from other grants, the PA should step in to cover these costs. MM will advise the next meeting of the sum required.</p> <p>JM was concerned that the uniform shop had taken several £50 notes over the summer and we had no way of checking that these were not counterfeit. It was agreed that we should refuse to accept £50 notes in future.</p>	<p>MM</p>

<p><u>Summary of actions:</u></p> <ol style="list-style-type: none"> 1. Send details of the refreshments team to VT for inclusion in the PA webpages. 2. Include reminder about EasyFundraising in next PA e-mail to parents. 3. Ask Jane Morton if she will become a signatory on the PA bank account. 4. Develop proposal for a Six Nations rugby event in February. 5. Cost options for obtaining glasses and storage boxes to avoid using hired glasses. 6. Identify the amount of money that the PA could contribute to Speech Night prizes. <p><u>From last meeting:</u></p> <ol style="list-style-type: none"> 2. Provide comments on the draft uniform communications to parents. 	<p>CG DH MM VT VT & CG MM</p> <p>KH</p>
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Next meeting: 10.11.15 at 1930 hrs.