

PRESENT

Sam Campbell, Chris Carter, Jennie Clist-Woodward, Sarah Cripps, Gareth Fishlock, Corinne Goatley, Dave Hawkins, Karen Hawkins, Jos Major, Matthew Morgan, Yasmin Moxon, Jenny Shephard, Charlie Smith, Michelle Sterry

APOLOGIES: Elisa Jordan

Agenda Item	Action Assignee
Review of actions and matters arising from last meeting KH to propose new pricing list and the number of early orders to make in advance of the price increase. Closed – proposed price list submitted to PA committee and approved	
SCr to process payment for 'nearly new' sold item donations. Closed SCr to process payment for grant requests. Ongoing CG to send a global email reminding parents of the benefits and ease of using the Easyfundraising website now that Christmas was approaching. Closed	
No matters arising	
Treasurer's report SCr presented the income and expenditure account as at 30.11.16. It was noted that there had been increased spending on refreshments this term. This was partly related to purchasing mugs to replace cups and saucers but also due to costs associated with keeping both cupboards supplied to support the number of events being catered for. It was noted that we should continue to review the cost of using disposable cups as well as where to purchase them from.	CG/SC
Uniform shop KH submitted detailed updated price list for new uniform clothing. This was agreed as a good balance between affordability for parents and the suppliers cost increases. Uniform shop sales continue to decrease as a reflection of the time of year in the school calendar. CG to advertise request for help during 6 th Form Open evening on 31.01.17	CG
Refreshments rota CG to continue as coordinator and SC to maintain stock of supplies. It was noted that out of 26 events catered for, 21 had been rugby related.	
Easyfundraising It was reported that there are more than 200 members now using this scheme which has raised over £2k for the school since March 2015. There were some problems with remaining logged in but an app could be downloaded which was	

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Sir Thomas Rich's School Parents' Association is a registered charity in England and Wales (1160414).

potentially easier to use. CG to recommend this in next email sent to parents	CG
Grant requests	
No new grant requests were made.	
CS to look into specification of replacement minibus to confirm maximum load and to let JM know asap	CS
Quiz & Pudding night review <i>What went well</i> – help from 6 th Formers easier if plenty of notice, significant increase in number of tickets sold, increased number of pudding donations, lots of drink sold, hall was set up in good time for attendees	
<i>Areas for improvement</i> – simplify choice of drink next time, resolve conflict of advance/on the day ticket sales in marketing	
Fund raising calendar	
<i>Christmas Pudding sales</i> - JM reported on anticipated profits from Christmas pudding sales.	
<i>Wine tasting evening</i> -6^{th} Form common room and hall booked for 24.03.17 with Paddy Castledine hosting the event and MM acting as auctioneer. Venue would depend on number of tickets sold.	
It was agreed that all committee attendees should bring an idea for an auction prize to the next meeting. These would be allocated to the future fundraising	ALL
events. <i>Film night</i> - It was agreed that a film night activity would not be organised at the current time.	
<i>Summer sports evening</i> - it was agreed to consider in more detail how to make the summer sports evening more accessible to all students in years 7-10. This would involve getting sixth formers and students committed to running stalls and making the event not just athletics/sport based. Further discussion at the next meeting.	
It was agreed that the PA should consider adopting the theme of 'food and drink'	
for the spring and summer terms. KH agreed to review feasibility of holding a series of 'Masterchef' social events using different cultural foods on each evening.	КН
100 club	
The winning numbers for November are – 6, 86, 56 AOB	
<i>Gift Aid</i> – SCr continues to explore possibility of claiming gift aid within Easy Fundraising scheme	
PTA UK membership – SCr confirmed from Chair and Sec that they agree to	
receiving email updates Formalising 6 th Formers' assistance at PA events – the help provided by 6 th	
Formers for various PA sponsored activities was discussed and noted as	
invaluable. It was agreed that establishing a 'link 6 th F representative' to the PA	
might encourage engagement from more 6 th Form volunteers for future activities	

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where possible.	
MM to include 'PA committee link' to scope of role when new 6 th Form observators are appointed in school year 17/18	ММ
The meeting closed at 21.30 hrs.	

Next meeting is scheduled for Tuesday 10.01.17 @ 1930 hrs

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