



**MINUTES OF THE COMMITTEE MEETING
HELD AT THE SCHOOL ON
TUESDAY NOVEMBER 10th 2015 AT 7:30PM**

PRESENT

Sam Campbell, Chris Carter, Sarah Cripps, Dave Hawkins, Karen Hawkins, Jos Major (JM), Matthew Morgan, Jane Mowbray (JAM), Yasmin Moxon, Jenny Shephard & Victoria Turner

APOLOGIES

Corinne Goatley, Rebecca Smith & Helen Taylor

Agenda Item	Action Assignee
Minutes for the last meeting were approved.	
<p><u>Matters arising</u></p> <p>It was agreed that JM should purchase 100 new white wine glasses for the PA (but also for potential use by the school) and that these should be stored in the PA kitchen in the new pavilion.</p> <p>MM reported that Jane Morton is content to become a signatory on the PA bank account. JM would action this.</p> <p>MM reported that Nicky Poole has ascertained that the amount required to cover prizes for the speech night last September was just over £1,000. JM would write a cheque for this, as previously agreed.</p> <p>KH provided comments to JAM on the proposed changes to information provided to parents about uniform. VT had looked into the possibility of running an event linked to the Six Nations Rugby in 2016 but the timings of the matches were not suitable on this occasion.</p>	<p style="text-align: center;">JM</p> <p style="text-align: center;">JM</p> <p style="text-align: center;">JM</p>
<p><u>Treasurer's report</u></p> <p>JM reported that the 100 club membership was steadily increasing while the subscriptions continued to decline as expected.</p> <p>The audit fee was £132 plus VAT, which was agreed to be very good value. Donations for drinks at the Y7 "Meet the Tutor" evening came to £97.</p>	

<p>CC had arranged for JM to meet with Mark Greaves, an EasyFundraising coach. An additional 17 supporters had joined recently; the site raises about £600 per year for us. Parents would be reminded to use this when making online purchases for Christmas. Significant donations could also be obtained, at no cost to the user, if using this site to change insurance or utility providers or book travel. MM agreed to include a reminder about EasyFundraising in the school's e-mail footer that gets attached to every official e-mail from the school.</p>	<p>DH MM</p>
<p><u>Uniform shop</u></p> <p>The shop had been busy over the last month. Requests for returns of VI Form blazer deposits were still being received.</p> <p>David Luke, a major supplier, had announced a 2% price increase to take effect shortly. It was agreed that the price rise would have to be passed on to parents. However, it was also agreed that it was appropriate to have a larger margin on items that were not mandatory items of uniform (e.g. hoodies) or items where parents had an option to purchase elsewhere (e.g. trousers and skirts) and a smaller margin on those items (e.g. blazers and rugby tops) that parents were obliged to purchase from the school uniform shop.</p> <p>It was agreed to try using doodle.com to schedule volunteers for the uniform shop – DH would send out an e-mail requesting potential volunteers to come forward. A wider pool of volunteers was needed now because some current volunteers and the two coordinators (KH and SC) would be leaving at the end of the academic year. KH was hoping to be able to open the shop once a week, so that school staff would not need to open the shop. MM agreed to ask staff not to open the shop on demand for parents and pupils.</p>	<p>DH MM</p>
<p><u>Grant Requests</u></p> <p>There were no grant requests and the school funding situation remained as before. MM was arranging to talk to parents about this in December.</p>	
<p><u>Quiz and Pudding Night (13th November)</u></p> <p>Ticket sales had been low and there were only a few volunteers signed up to date. DH would send out a reminder e-mail and tickets would be available on the door. Last year, 93 people attended. MM agreed to ask Alan Passey to set up the microphone and projector/screen. SC agreed to check stock of plastic bowls and spoons and create a price list.</p> <p>There was a discussion regarding PA use of the refrigerators in the kitchen. KH agreed to speak with Chris in the kitchen regarding this to ensure that PA use was not causing issues for the kitchen staff. She would clarify instructions for volunteers, if relevant.</p>	<p>DH MM SC KH</p>

<p><u>Fund raising calendar</u></p> <p>JM briefed in on behalf of CG. A group of refreshments volunteers were interested in supporting the PA with fundraising ideas. DH explained that all parents were welcome to present fundraising ideas to the PA but that the committee would have to consider any such suggestions in line with the constitution and to ensure that activities were compatible with our charitable status. The ideas suggested were discussed:</p> <ul style="list-style-type: none"> • A tuck shop. MM explained that, while the school (as an academy) was exempt from having to follow 'healthy eating' guidelines for schools, this idea might not be popular with parents. Also, the Young Enterprise group did sometimes run something like this to raise money for charities supported by the school. Nevertheless, the PA would consider this proposal if a formal proposal was presented. • A presentation by the UK Wolf Trust, where pupils would be able to see live wolves (this had raised £2,000 at another school). This was considered to be worth following up. • A Bonfire Night event. This would not be possible for Health and Safety reasons. • Auction of Promises. Several present had been involved in such events with other groups and it was agreed that they tended to be beset with difficulties. Items tended to be of variable quality or services were not delivered as promised. Then there were issues, as a charity, if items were auctioned for significantly less than their value, in the event that attendees were not very interested in specific items. • An event involving a magician. The use of close-up magic at last February's ball had been successful but the PA could not envisage using this magician again with any of the proposed events this year. The 70th anniversary of rugby at STRS event on 19th March was being run by the school, not the PA. 	
<p><u>100 club</u></p> <p>The winning numbers for October are: 13, 22 and 5.</p>	
<p><u>AOB</u></p> <p>It was agreed that the PA would help to provide some volunteers to assist with the refreshments at Jazz Night on 11th December. DH would include this in his e-mail regarding volunteering on behalf of the PA.</p>	<p>DH</p>

<u>Summary of actions:</u>	
1. Purchase 100 new white wine glasses and store in PA cupboards in the pavilion.	JM
2. Add Jane Morton as a signatory on the PA bank account.	JM
3. Reimburse the school for the cost of currently unfunded Speech Night prizes.	JM
4. Arrange to include a reminder about EasyFundraising in the school's e-mail footer for a limited period.	MM
5. E-mail parents encouraging them to attend the Quiz and Pudding night and Jazz Night and assist with the uniform shop and refreshments (including at the Jazz Night).	DH
6. Request school staff not to open the uniform shop on demand for parents and pupils.	MM
7. Include a reminder about EasyFundraising in an e-mail to parents before the Christmas shopping season.	DH
8. Arrange for audio visual support and bowls/spoons for the Quiz and Pudding Night.	MM & SC
9. Agree with the catering manager whether the PA may use school refrigerators and agree instructions for volunteers, if appropriate.	KH

Next meeting: 12.01.16 at 1930 hrs.