



**MINUTES OF MEETING HELD AT THE SCHOOL  
ON  
TUESDAY 8<sup>th</sup> November, 2016 @ 20.10hrs  
following AGM**

**PRESENT**

Sam Campbell, Sarah Cripps, Dave Hawkins, Karen Hawkins, Gareth Fishlock, Matthew Morgan, Corinne Goatley, Jenny Shephard, Jos Major, Michelle Sterry & Yasmin Moxon

**APOLOGIES:** Charlie Smith, Elisa Jordan, Chris Carter

Agenda Item	Action Assignee
<p><b>Review of actions and matters arising from last meeting</b></p> <p>sort out servicing of Pavilion kitchen hob – closed, CG confirmed hob working            investigate possible donation of own freezer for Pavilion kitchen – ongoing, CG            place order xmas puddings for Q&amp;P night by 21.10.16 – closed, 36 ordered            send announcement for Quiz &amp; Pudding night – closed, global notice sent            make xmas pudding labels – closed, ready for use when orders arrive            approach NP about another wine tasting evening – closed, not for this school year            investigate set up costs for film night and report back to PA – closed, email sent</p> <p>No matters arising</p>	
<p><b>Treasurer's report</b></p> <p>SCr presented the income and expenditure account as at 31.10.16. The bank balance after accounting for any unrepresented cheques is looking healthy. It was cited as good practice to keep 'easy fundraising' and 'giving.com' on separate lines to show how much each yields.</p>	
<p><b>Uniform shop</b></p> <p>KH reported that sales have significantly dropped but this is reflective of the time of year. There was a discussion on purchase of stock and future pricing because uniform supplier D Luke is increasing prices in January. It was agreed that pricing should be adjusted to reflect a balance of affordability and purchase cost hike. It was also agreed that sold items of 'nearly new' donations with current labels requesting a % of the sales should be honoured but that all future second hand uniform donations would not receive a % of sales refund</p> <p>KH to propose new pricing list and the number of early orders to make in advance of the price increase.</p> <p>SCr to process payment for 'nearly new' sold item donations</p>	<p style="text-align: right;">KH SCr</p>

<p><b>Grant requests</b></p> <p>MM requested an amendment to grant requests agreed at the last meeting. The pledge to cover transportation costs (£14k) and Speech Day prizes (£2.5k) will be progressed.</p> <p>It was discussed and agreed to set aside £5k for possible replacement mini-bus. Refer to last meeting minutes for details of requirement.</p> <p>SCr to process payment for grant requests</p>	<p>SCr</p>
<p><b>Fund raising calendar</b></p> <p><i>Quiz &amp; Pudding night</i> – preparations underway but only 27 tickets sold so far. JM asked about raffle prizes and holding a raffle at the event. There are a couple of decent wine bottles from wine tasting evening that can be used.</p> <p>MS to donate 2 raffle prizes</p> <p>DH to send global ticket sales reminder, confirming tickets available on the door</p> <p>Use Doodle to sign up to help on that day/donate puddings</p> <p>MM to speak to Heads of Year re ticket sales and 6<sup>th</sup> Form for help on the day</p> <p>MM to speak to Matt H re microphone and projector</p> <p>SCr to purchase drinks requirement for the event</p> <p>YM to take photos of the event for PA webpage</p> <p><i>Xmas pudding sales</i> – JM reported that labels are ready and 36 puddings delivered for Q&amp;P night. Quite a few orders have been put in for the puddings which will be delivered at the end of term.</p> <p><i>Wine and cheese tasting</i> – NP would like to defer hosting a similar event this school year.</p> <p><i>Film night</i> - YM had circulated email on set-up costs for a film showing. This item will be discussed in more detail at the next PA meeting</p> <p>Easy fundraising – CG agreed to send a global email reminding parents of the benefits and ease of using the Easyfundraising website now that Christmas was approaching</p>	<p>MS</p> <p>ALL</p> <p>MM</p> <p>SCr</p> <p>YM</p> <p>CG</p>
<p><b>100 club</b></p> <p>The winning numbers for October are – 100, 46, 130</p>	
<p><b>AOB</b></p> <p><i>Charity Commission update</i> – SCr reminded the officers that STRS PA details on the CC website require updating</p> <p><i>Gift Aid</i> – SCr will explore possibility of claiming gift aid within Easy Fundraising scheme</p>	

<p>PA webpage on STRS site – KH raised the need to identify person to take on responsibility for updating info on PA webpage and YM volunteered YM to confirm access to CC website and update STRS PA details</p>	<p>YM</p>
<p><b>Close</b> The meeting closed at 2110 hrs.</p>	

**Next meeting is scheduled for Tuesday 13.12.16 @ 1930 hrs**