



**MINUTES OF MEETING HELD AT THE SCHOOL
ON
TUESDAY 7th November, 2017 @ 1930hrs**

PRESENT, Sarah Cripps, Joanne Edgeworth, Corinne Goatley, Dave Hawkins, Karen Hawkins, Elisa Jordan, Matthew Morgan, Jenny Shephard

APOLOGIES: Chris Carter, Sam Campbell, Danella Lyftogt, Yasmin Moxon, Charlie Smith, Michelle Sterry, Sam Watson, Kerry Williams

Agenda Item	Action Assignee
<p>Minutes of the last meeting dated 12 September 2017 The minutes of the last meeting were agreed to be a correct record of the discussions with one amendment to replace 'Mr Rhys Davies' with 'Mr Rhys Williams' sending out a letter in respect of sports refreshments.</p>	YM
<p>Review of actions and matters arising from last meeting Refer to table at the end summarising actions and their status. CG asked for confirmation whether any sixth form Observators had been appointed links to the PA. MM agreed to check with Mr Daniell and to suggest that this should be year 12 in future. No other matters arising from last meeting.</p>	MM
<p>Treasurer's report SCr presented the income and expenditure account for the month of September and October. The minibuses had both arrived and therefore the leasing arrangements had started and the initial deposits paid. September subscriptions were higher than usual due to the number of annual payments made in this month. This had reduced back to normal levels in October. The fluctuations in the uniform shop receipts related to the new sixth form purchases banked in September and then reducing in October once term had started</p>	
<p>Grant requests MM confirmed that a new sponsorship programme had been agreed that would ensure a more equitable and transparent process for the future. All new offers of sponsorship would follow this process. CG handed around a sheet listing suggested items needed by the art and science departments that the school recommended as priorities for the PA to use in marketing on the noticeboard. It was agreed that all the items should be included and that decisions about what to grant at any time would be made as the funds allowed subject to agreement by MM. KH reported that the art department needed additional storage for course materials. It was agreed that this would be discussed with the head of the department.</p>	

<p>Updates</p> <p><i>Uniform shop</i> KH reported that a batch of blazers had been badly made and sent back for a credit note. A number of sixth formers had left soon after the start of term so they would be offered nearly new price if their uniforms were sold. It was agreed that paperwork would be amended to confirm that uniform had to be unworn to get a full refund. No progress had been made with options for air conditioning so this was taken forward to the next meeting. It was agreed that minimal stock of non-normal sizes should be kept. It was agreed that KH should determine the new pricing structure based on her expert judgement.</p> <p><i>Refreshments rota</i> CG reported that she had set up WhatsApp groups for all rugby and cricket years and that she had received a good response from many year groups. The aim was to use these groups to provide refreshments for next year but to keep it under review. CG would continue to coordinate the non-sport refreshments as well as act as overall coordinator linking the WhatsApp groups to CC.</p> <p><i>PA webpage</i> MM reported that the new filter software had caused problems and therefore updates had not been prioritised.</p> <p><i>Minibus replacement</i> Both minibuses had now been delivered and payments had begun. As holders of the leases, we needed to ensure the year end mileage was monitored</p> <p><i>Facebook for year 7 and 8 parents</i> Elisa had set up these two groups with additional administrators being CG, Dave Dempsey and Matt Hopton. The latter had been checked the people asking to join were parents. To date year 7 (2017 entry) group had 107 members and year 8 (2016 entry) had 81 members. The discussions had all been very positive. A new group would be set up for all new year 7 parents in future</p>	<p>KH</p> <p>KH</p> <p>CG</p>
<p>Fund raising calendar</p> <p><i>Bristol textiles clothes recycling</i> EJ reported that the last collection had raised £219. A bonus of £50 would be received after three collections</p> <p><i>Quiz and Pudding night</i> Tickets were selling well, including via the online school payment system. SCr checked the requirements for the alcohol licence. MM confirmed that many staff had been trained and that he would be attending the event so could ensure the correct requirements were followed.</p> <p><i>Christmas raffle</i> Tickets had arrived and would be sold online via the school payment system as well as at reception. It had been agreed that the hampers would be primarily food and drink and would be bought by the PA rather than asking for donations. Our priority would be to sell as many tickets as possible and therefore all members of the Committee would need to get involved in this. Our gambling licence is still in place. KH agreed to send details of contacts who had offered prizes before.</p> <p><i>Christmas pudding sales</i> EJ reported that orders were coming in well. She had been donated 75 Sainsburys shopping bags to pack up the orders. It was agreed that if any were left over, they could be added to the hampers for the raffle. It was agreed to consider using online payment of standard puddings next year</p>	<p>ALL</p> <p>ALL</p>

<p><i>Year 13 cookery lessons</i> Since YM was unable to attend it was agreed to postpone this item to the next meeting</p> <p><i>Social event in 2018</i> It was agreed to organise another quiz and pudding night for March next year. CG agreed to contact the quizmaster to check availability. The possibility of organising a larger social event for May/June 2019 was discussed. This could be held in the hall but would need a group of committed parents to ensure this was successful. MM recommended that further discussions about this await Vicky's return from maternity leave so that the school and the PA could work together on this project. It was hoped that social media would encourage parents to get to know each other better which may help social activities.</p>	<p>YM</p> <p>ALL</p>
<p>100 club The winning numbers for September are – 100, 18, 14 October 78,132, 65</p>	
<p>AOB SCr reported that a cheque for £391.03 had been received from Easyfundraising</p>	
<p>The meeting closed at 21.00 hrs.</p>	

Next meeting is scheduled for Tuesday 23.01.18 @ 1930 hrs

Summary of actions

Meeting date	Action/status	Who
10.01.17	MM to include 'PA committee link' to scope of role when new 6 th Form Observators are appointed in school year 17/18. Ongoing	MM
09.05.17	Organise Christmas hamper raffle activity during autumn term of SY 17/18	CS
09.05.17	Review 100 club rules covering unbought numbers that are drawn as winners ongoing	ALL
09.05.17	Check feasibility of year 13 cookery lessons ongoing	YM
12.09.17	Organise Christmas pudding sales using the same supplier as last year	EJ
12.09.17	Investigate feasibility of air conditioning unit for uniform shop	KH
12.09.17	Investigate options for storing cash including card payments and storage options	SC
12.09.17	Check book specifications and inform parents of the ability to sell second hand textbooks from the uniform shop	CG
12.09.17	Obtain receipts for all grants made to the school	SCr
12.09.17	Prepare name stickers for all volunteers for all PA events	CG
07.11.17	Investigate options for larger social event for May/June 2019	ALL