



**MINUTES OF MEETING HELD AT THE SCHOOL
ON
TUESDAY 12th September, 2017 @ 1930hrs**

PRESENT, Chris Carter, Sarah Cripps, Joanne Edgeworth, Corinne Goatley, Dave Hawkins, Karen Hawkins, Danella Lyftogt, Matthew Morgan, Yasmin Moxon, Jenny Shephard, Charlie Smith, Sam Watson

APOLOGIES: Sam Campbell, Elisa Jordan, Michelle Sterry

Agenda Item	Action Assignee
<p>Minutes of the last meeting dated 6 June 2017 The minutes of the last meeting were agreed to be a correct record of the discussions</p>	
<p>Review of actions and matters arising from last meeting Refer to table at the end summarising actions and their status. No matters arising from last meeting held on 6th June</p>	
<p>Treasurer's report SCr presented the income and expenditure account for the month of August which show a balance of £47,460.34 at the end of August. She also presented a clear summary of the previous school year covering the period 01.08.16 – 31.07.17. It was noted that the low balance at the end of June was due to the previously agreed textbook grant for the new school year combined with uniform shop cheques which had yet to be cashed.</p>	
<p>Grant requests MM confirmed receipt of an £8k grant to be used for purchase of new textbooks. He also reported that the school was able to find the budget to increase this amount to £23k in total. CC agreed to follow up previous small grant request for Chess Club expenses incurred during competition away CS volunteered to follow up potential sponsors for football team kit MM stated that the School was planning to formalise the sponsorship protocol, ie set advertising guidance for specific amounts of donation</p>	<p>CC CS MM</p>
<p>Forthcoming AGM The constitution requires a 21 school day notification of the AGM event which was set to be held on 07.11.17. CG requested interested parties to let her know about standing for any of the elected posts.</p>	<p>ALL</p>

<p>Richian Magazine CG presented an article for The Richian magazine detailing the PA's activities and contributions to school life during the previous year</p>	
<p>Review of PA activities school year 16/17 It was agreed that the summary of what went well and suggestions for improvement for each PA led activity in the last school year would be used as a reference for planning future events. It was noted that the Sports Evening was very successful, making £1,948.62 in profit. It was agreed that organising three events in three weeks at the end of last term should be avoided in future years if possible.</p>	
<p>Updates <i>Uniform shop</i> KH reported that over 308 hours of volunteer work have been put into running the uniform shop over the summer period and noted the value of using name badges at the various events. It was agreed that printed name stickers should be used whenever possible for future PA and uniform shop activities. It was identified that the shop was very hot in the summer and KH agreed to investigate air conditioning options. The options for storing cash after new year 7 and sixth form uniform sales were discussed. It was agreed that card payment options as well as alternative safe storage options should be reviewed and considered at the next meeting <i>Refreshments rota</i> CG reported that she was aiming to split this role into three in future. Paddy Castledine had agreed to manage the Pavillion kitchen supplies. She was hoping to identify someone to take on the sports refreshments whilst she continued organising the non-sport refreshments. It was suggested that the sports refreshments were managed by the different year groups for their matches. <i>PA webpage</i> MM reported that ongoing major A40/A417 roadworks had recently affected school electrical connections resulting in webpage issues <i>Minibus replacement</i> CC confirmed delivery of 1 minibus and expected delivery of the other next week</p>	<p>KH SC CG</p>
<p>Fund raising calendar <i>Bristol textiles clothes recycling</i> EJ had agreed to coordinate collection on 01 Nov while bags to be dropped off at school 30/31 Oct. Future collection dates for school year to be communicated via email <i>Quiz and Pudding night</i> This event has been confirmed for 17 Nov although it was noted that Gloucester Rugby have a home fixture at the same time. <i>Christmas raffle</i> CS agreed to organise hampers and tickets for this event <i>Christmas pudding sales</i> EJ agreed to organise this event using the same supplier as last year</p>	<p>EJ ALL CS EJ</p>
<p>Fundraising Strategy and action plan <i>Communications with new year 7 parents</i></p>	

<p>CG reported that EJ had agreed to help her set up a closed Facebook page for year 7 and 8 parents.</p> <p><i>Year 13 cookery lessons</i></p> <p>YM reported that she would contact Mr C. Bream, Head of DT once the 6th Form students had settled in to see if this was a viable activity</p> <p><i>Second hand book sales</i></p> <p>An email would be sent to school community suggesting donations through the year of unwanted textbooks that are in good to excellent condition. It was important to make sure that the books accepted were the correct ones for the current syllabus</p> <p><i>Social event in 2018</i></p> <p>This discussion was postponed to the next meeting</p>	<p>CG/EJ</p> <p>YM</p> <p>CG</p>				
<p>100 club</p> <p>The winning numbers for June are – 110, 116, 28</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">July</td> <td>24, 93,26</td> </tr> <tr> <td>August</td> <td>49.133.78</td> </tr> </table>	July	24, 93,26	August	49.133.78	
July	24, 93,26				
August	49.133.78				
<p>AOB</p> <p>CC reported that the school now has a full licence to serve drinks at events</p> <p>SCr requested that the school issues a receipt for donations from the PA</p> <p>It was agreed that the PA should investigate whether it could be included in the school online payment system. SCr and CG agreed to undertake this</p>	<p>SCr</p> <p>CG/SCr</p>				
<p>The meeting closed at 21.30 hrs.</p>					

Next meeting is scheduled for Tuesday 07.11.17 @ 1930 hrs after the AGM

Refer to following page for list of actions

Summary of actions

Meeting date	Action/status	Who
10.01.17	KH/MM to review feasibility of holding a series of 'Head master chef' social events using different cultural foods on each evening. Ongoing	KH/MM
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 xmas 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	Update all aspects of the PA website to ensure that information is current ongoing	YM/MH
09.05.17	Check feasibility of year 13 cookery lessons ongoing	YM
12.09.17	Follow up previous small grant request for Chess Club staff T&S expenses incurred during competition away	CC
12.09.17	Follow up potential sponsors for football team kit	CS
12.09.17	Formalise the sponsorship protocol, ie set advertising guidance for specific amounts of donation	MM
12.09.17	Obtain a supply of printed stickers for PA volunteers from Mrs. Bain for use at events	CG
12.09.17	Recruit volunteer to organise the sports refreshment rota (Rhys Davies to send a letter out re need for more support)	CC
12.09.17	Organise donations, hampers and tickets for Christmas raffle	CS
12.09.17	Organise xmas pudding sales using the same supplier as last year	EJ
12.09.17	Investigate options for storing cash including card payments and storage options	SC
12.09.17	Investigate options for including PA on school online payments system	SC/CG
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	Set up closed Facebook pages for year 7 and 8 parents with suitable administrators	CG/EJ