



**MINUTES OF MEETING HELD AT THE SCHOOL
ON
TUESDAY 24th April 2018 @ 1930hrs**

PRESENT: Chris Carter, Sarah Cripps, Joanne Edgeworth, Corinne Goatley, Dave Hawkins, Karen Hawkins, Matthew Morgan, Yasmin Moxon, Jenny Shephard

APOLOGIES: Elisa Jordan, Danella Lyftogt, Charlie Smith, Michelle Sterry, Kerry Williams

Agenda Item	Action Assignee
<p>Minutes of the last meeting dated 23 January 2018 The minutes of the last meeting were agreed with no comments</p>	
<p>Review of actions and matters arising from last meeting CG asked for clarification about the school alcohol licence situation. MM reported that Nicky Poole had recently completed the required training and that the school alcohol license would be in place before the summer events planned later this term. CG agreed to contact NP to arrange a short training session for PA committee members No other matters arising from last meeting.</p>	CG
<p>Treasurer's report SCr presented the income and expenditure account for the months of January, February and March. The account balance for each month was good and all expenditure was as expected. A healthy profit from the Q&P event in March was noted.</p>	
<p>Grant requests MM provided an update on the refurbishment of 3 science laboratories. External funding has increased to ~£84k which can enable work to commence on 2 labs. MM also reported that a grant for £300,000 had been awarded for the swimming pool to undergo major renovation including recladding and replacement of pumps. The Committee agreed to grant £2k for Science lab equipment and to adjust the funding thermometer. CG reported that a request had been made for blinds for the Food Tech department but detailed requirements were awaited</p>	SC CG
<p>GDPR The Committee discussed the impact of the revised Data Protection regulations on the activities of the PA Committee and the need to identify compliance requirements prior to 25th May. SC reported that the Parentkind website had useful guidance and a sample self-assessment template. It was agreed that volunteers would be asked to give express consent for the use of their contact details to be utilised for PA activities. KH reported that the uniform shop was</p>	

<p>compliant in all aspects of data held and that no additional work was required. Dave Dempsey was invited to speak on GDPR impact on school activities. A school committee has been formed to look at compliance requirements; they are reviewing data processes and will meet a GCC Data Protection Officer on 03.05.18 for advice. YM agreed to act as lead for all compliance issues relating to GDPR. YM would contact DD once the school had met with the GCC adviser to ascertain whether the PA could continue using the global email system to contact all parents.</p>	<p>YM</p>
<p>Updates</p> <p><i>Uniform shop</i> KH noted that shop turnover is increasing and that figures should be monitored to ensure that the VAT threshold was not exceeded. All Yr 12 and Yr 7 fittings have been completed although some Saturday sessions were wasted with hardly anyone turning up to be fitted. She also noted that £26k is required to procure uniform clothing in advance of the new school year. The issue of storing significant cash amounts over the weekend was discussed and Saturday banking hours were confirmed till 1400 hrs, therefore allowing cash to be deposited securely. The option of offering a card payment facility on the Yr 7 uniform hand over day was rejected because this would set parent expectations for a regular provision of the facility. KH had investigated the reuse of an air conditioning unit for the shop but the costs were too high.</p> <p><i>Refreshments rota</i> CG once again reported poor response to call for sport and non-sport events refreshment support.</p> <p><i>PA webpage</i> YM proposed a review together with M Hopton of the page layout and content.</p> <p><i>Facebook for year 7 and 8 parents</i> EJ had volunteered to set up a user group for the new Yr 7 intake for S/Y 18-19. KH asked if uniform shop announcements could be put onto the FB pages but without any 'reply to posts' function in order to increase awareness of opening times. Dave D to find out if there is a practical way to feed uniform shop posts onto the FB pages.</p>	<p>YM EJ KH</p>
<p>Review of activities</p> <p><i>Quiz and pudding evening</i> This had been very successful despite having to be reorganised at last minute due to bad weather</p> <p><i>Spring concert refreshments</i> Due to the lack of an alcohol licence, the refreshments for this event were limited but a profit was made</p>	
<p>Fund raising calendar – summer term</p> <p><i>Bristol textiles clothes recycling</i> The next collection was planned for Wednesday 9 May. It was agreed to continue with organising one collection per term for next school year</p> <p><i>Silent auction of promises</i> CG reported that there have been very few promises offered but the Committee agreed to keep the offers on hold and perhaps carry out the auction in conjunction with another event.</p> <p><i>Summer sports evening</i></p>	<p>EJ CG</p>

<p>Details of the event agreed as follows - Thurs 12.07.18 (13.07.18 reserve date in case of poor weather) 1600 hrs start. CC agreed to amend the school calendar to reflect the correct start time and include the reserve date in case of rain. School staff Holly S, Nick O'Neill and Jenny are coordinating Yrs 7-9 participation. SC/CG agreed to discuss ideas for the stalls with them. It was agreed that Paddy C would be approached to provide a pizza stall. It was also suggested that a stall be set up to sell used GCSE and A level revision material. It was agreed that parent stalls would not be appropriate.</p> <p><i>New Yr 7 uniform handover morning</i></p> <p>It was noted that the day before is an inset day so it may be more difficult to find volunteers to help with uniform shop and refreshments. KH was also unavailable but SC had agreed to take the lead with collection of money. KH confirmed that the uniform items would have been bagged ready by uniform shop helpers in advance of the morning. Unless there were sufficient refreshment helpers, a more limited range of refreshments would have to be offered. CG agreed to contact Rachel, Innovate manager to coordinate this activity</p> <p><i>Summer concert</i></p> <p>Due to the workload required by other summer term activities, it was agreed that the refreshments for the summer concert would be less extensive than last year</p>	<p>CC</p> <p>SC/CG</p> <p>CG</p> <p>SC/KH</p> <p>CG</p> <p>CG</p>						
<p>Fund raising calendar – future activities</p> <p><i>Q&P night</i></p> <p>The quiz & pudding night date has been confirmed for 09.11.18 which will align with Christmas pudding sales plans.</p> <p><i>Christmas pudding sales</i></p> <p>It was agreed that these would be sold again as last year. EJ will coordinate the pudding sales.</p> <p><i>Christmas raffle</i></p> <p>CG suggested that the raffle should be held during the spring term next year because there were more opportunities to sell tickets than during the autumn term</p> <p><i>Film night</i></p> <p>YM will look at a suitable date to show film before half term and will check facilities in the Drama studio.</p> <p><i>Social event in 2019</i></p> <p>A mid-summer ball has been confirmed for 29 June 2019 to be held in school hall. The event is being jointly organised by the school and PA Committee. Innovate the school caterer has agreed to provide food for the event. Tickets for tables of 10 will be sold.</p>	<p>EJ</p> <p>YM</p>						
<p>100 club</p> <table border="0"> <tr> <td>The winning numbers for January</td> <td>113, 51, 11</td> </tr> <tr> <td>February</td> <td>82, 131, 15</td> </tr> <tr> <td>March</td> <td>51, 127, 33</td> </tr> </table>	The winning numbers for January	113, 51, 11	February	82, 131, 15	March	51, 127, 33	
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March	51, 127, 33						
<p>AOB</p> <p>There were not AOB items</p>							
<p>The meeting closed at 21.30 hrs.</p>							

Next meeting is scheduled for Tuesday 05.06.18 @ 1930 hrs

Summary of actions

Meeting date	Action/status	Who
12.09.17	Obtain receipts for all grants made to the school CLOSED	SC
12.09.17	Prepare name stickers for all volunteers for all PA events CLOSED	CG/KH
23.01.18	Review options for organising a parent film evening and present to next PA meeting	YM/MS
24.04.18	Give cheque for £2,000 to school for science equipment	SC/MM
24.04.18	Obtain details of small grant request for Food tech building blinds	CG
24.04.18	Seek advice from GCC DPO on how GDPR allows school to market PA-led activities	DD/YM
24.04.18	Send out email to all volunteers to ensure GDPR compliance	CG
24.04.18	Ensure all aspects of PA activities are GDPR compliant by 25 May	YM
24.04.18	Review PA webpage lay-out, content and ease of navigation with Matt Hopton	YM
24.04.18	Investigate possibility for uniform shop announcements on Facebook pages but with a 'no reply' function	DD/KH
24.04.18	Organise training in management of alcohol licence via Nicky Poole	CG
24.04.18	Amend the start time of summer sports day and include reserve date in school calendar	CC
24.04.18	Meet with school staff to discuss ideas for Yr 7-9 stalls at sports evening	SC/CG
24.04.18	Ask Paddy C whether he can bring his pizza van to summer sports day	CG
24.04.18	Check suitability of Drama studio facilities and identify date for film event via CC	YM
24.04.18	Complete GDPR self-assessment audit for PA Committee	YM
24.04.18	Set up Facebook page for new year 7 parents	EJ/DD
24.04.18	Organise clothing recycling collections for next school year	EJ
24.04.18	Arrange use of catering equipment for bacon butties at new year 7 uniform handout morning	CG