



**MINUTES OF MEETING HELD AT THE SCHOOL  
ON  
TUESDAY 15<sup>th</sup> January 2019 @ 7.30**

**PRESENT:** Mena Canning, Sarah Cripps, Joanne Edgeworth, Corinne Goatley, Elisa Jordan, Matthew Morgan, Yasmin Moxon, Charlie Smith, Kerry Williams

**APOLOGIES:** Jenny Shepherd, Michelle Sterry, Chris Carter & Victoria Latimer

<b>Agenda Item</b>	<b>Action Assignee</b>
<p><b>Minutes of the last meeting dated 9 October 2018</b> The minutes of the last meeting were agreed with no comments</p>	
<p><b>Matters arising from last meeting</b> All alcohol licencing training completed Lottery licence was in the process of being renewed It was decided to not proceed with the film event due to the existing film club costing 50p No other matters arising from last meeting.</p>	
<p><b>Treasurer's report</b> SC presented the income and expenditure account for the months of October, November, December. There were no major issues needing to be reported. Annual audit completed with flying colours.</p>	
<p><b>Grant requests</b> LRC grant made and Mr Pitel had written to let us know how grateful he was for the Economist subscription and that he was using the publication very actively in lessons. Science equipment has been identified but not yet purchased nor payment requested. A number of requests were made for small grants. The following were approved with priority being given to higher numbers of students being impacted and ensuring monies are given to different departments across the School</p> <p style="margin-left: 40px;">a) ICT – cordless drill £150 b) History – GCSE books for Year 9 £246.18 c) Business and Economics GCSE text books yr 10 £412.34 d) MFL – Headphones £959.68 e) Geography – flow meters £250</p> <p>Request refused</p> <p style="margin-left: 20px;">1. English – Author half day talk and workshop for YR8</p>	<p><b>SC</b> <b>CG/SC</b></p>

<p><b>Updates</b></p> <p><i>Uniform shop</i> The running of the shop by a team of regular volunteers supported by PA trustees, is going well with a change in opening days and times including Saturdays now available. The card payment option is still popular. The PE kit is changing to all blue and new suppliers are being sourced and approval sought from PE department. MM commented on the amazing work of the new team. 2019 Price list confirmed</p> <p><i>Refreshments rota</i> CG reported that the non-sports refreshments rota needed more regular volunteers and that Diane Hopwood was organising the WhatsApp groups very well to ensure the sports teas were being provided. CG reported that additional PA mugs had been donated by a parent.</p> <p><i>GDPR</i> All ok and no update. YM tabled a final version of the PA Privacy statement which was approved and would be added to the dropbox folder for all Committee members to access.</p> <p><i>Facebook</i> EJ reported that the groups were working well but mainly used for lost property. new Yr 7 now has 102 members and Yr 8 has 141</p> <p><i>SumUp Card machine</i> The card machine continues to be popular at each shop opening. There are £35.14 worth of fees still available which equates to £2000 of sales. Once the free transactions have been used towards the end of term, it would be sensible to check if there are any other deals to be obtained.</p> <p><i>Easyfundraising</i> Another cheque had been received £267.34 and it was agreed that the PA should continue to encourage parents to use this website.</p>	<p>YM</p> <p>ALL</p>
<p><b>Review of activities</b></p> <p><i>Recycling</i> Another successful collection resulting in £268.60 being raised.</p> <p><i>Quiz and Pudding Evening</i> Very busy evening with £1655.31 being raised. The advance tickets worked well and only a handful of tickets were purchased on the evening. This assisted with the level of stock required for the bar. The craft beers were very popular and all sold despite additional stock being purchased.</p>	
<p><b>Fund raising calendar – Spring Term</b></p> <p><i>Clothing recycling</i> Donations to be received 25<sup>th</sup> – 27<sup>th</sup> February. Collection is 28<sup>th</sup> CG would send out an email asking for donations EJ to put reminder on FB pages</p> <p><i>Quiz and pudding night 22<sup>nd</sup> March</i> The presale of tickets at the last event was a success and will be offered again. The event had been booked into the school diary and parents had been notified. Arrangements would be made in the next few weeks via email and Facebook</p> <p><i>Easter Raffle</i> Decided to collect 3 hampers which would be raffled off and would contain 'branded' items. Raffle to be drawn on Friday 29 March due to the spring concert being at the end of term with no chance of getting the prizes to the parents before term finished.</p>	<p>CG/EJ</p> <p>CG/EJ</p> <p>CG/CS/YM</p>

<p><b>Fund raising calendar – future activities</b></p> <p><i>Summer Ball 6 July 2019</i></p> <p>The key arrangements had been made for this event in the summer. Raffle prizes required if anyone has any contacts Tickets are on sale after February half-term. Save the date email has been sent and further email and facebook update to be completed Tickets an be purchased online and wine can be pre-ordered. All committee members were encouraged to try and sell at least one table each ie 10 tickets</p> <p><i>Summer Sports Evening 13<sup>th</sup> July</i></p> <p>Corinne and Sarah will not be available so the event will need to be organised by other members of PA. Pointers from last year more tombola, more fizzy drinks and BBQ.</p> <p><i>Merchandising ideas</i></p> <p>The idea of selecting some suitable PA products to sell may be a good source of income. It was agreed that this should be discussed at the next meeting - ongoing</p>	<p><b>CG/SC</b></p> <p><b>ALL</b></p> <p><b>CG/KW/CS</b></p>
<p><b>100 club</b></p> <p>The winning numbers</p> <p>October 15, 35 &amp; 66</p> <p>November 131, 26 &amp; 56</p> <p>December 117, 97 &amp; 45</p>	
<p><b>AOB</b></p> <p><i>Purchasing of Alcohol for school events.</i></p> <p>The school have been advised that school funds cannot be used to purchase alcohol. Alcohol had been purchased for fundraising and events such as speech night, jazz night. We discussed how the PA could help the school with these purchases. It was agreed that the PA would agree to events which were fund raising eg jazz night, year 12 welcome evening as well as year 7 welcome evening, with these events becoming PA events. The PA would purchase the alcohol and any surplus funds raised could be donated back to the school. MM confirmed he would continue to want alcohol at speech night. After discussion, it was agreed that the PA could make a donation to the school to fund this (approximately £200) because this event was open to all students as well as to all new year 7s and their parents.</p>	
<p>The meeting closed at 21.30 hrs.</p>	

**The next PA meeting is scheduled for Tuesday 19<sup>th</sup> March 2019 @ 1930 hrs**

### Summary of actions

Meeting date	Action/status	Who
15.01.19	Organise clothing recycling collections for next school year	EJ/CG
15.01.19	Email/facebook re Quiz and Pudding	CG/EJ
15.01.19	Email/facebook re Summer Ball tickets available after Feb half term these can be purchased online and pre-order wine	CG
15.01.19	Arrange payments of small grants as agreed	SC
15.01.19	Easter raffle donations and sale of tickets	CG/CS/YM
15.01.19	Summer sports evening planning – next meeting	ALL
15.01.19	Merchandising ideas/prices	KW/CG/CS