



SIR THOMAS RICH'S  
PARENTS' ASSOCIATION

**MINUTES OF MEETING  
HELD VIA ZOOM ON  
Tuesday the 17<sup>th</sup> Nov 2020**

**PRESENT:** Kerry Canning, Sarah Cripps, Elisa Jordan, Paula Turner, Matthew Morgan, Mena Canning, Dawn Davis, Charlie Smith, Charlotte Pallister, Tessa Ingram, Jenny Shepard.

**APOLOGIES:** Chris Carter, Yasmin Moxon, Diane Hopwood.

Agenda Item	Action Assignee
<p><b>Minutes of the last meeting dated 15<sup>th</sup> September 2020</b></p> <p>The minutes of the last meeting were agreed with no comments &amp; actions are complete.</p>	
<p><b>Review of actions and matters arising from last meeting</b></p> <ul style="list-style-type: none"> <li>• Dropbox – Sarah has recreated the folders.</li> </ul>	
<p><b>Grant Requests</b></p> <ul style="list-style-type: none"> <li>• IT equipment for remote learning has been purchased. School needs to submit the funds request. KC to chase Nicky and Matt.</li> <li>• Circa £25k available for the school if required.</li> </ul>	<p>KC</p>
<p><b>Treasurers Report</b> (see the attached detailed report and accounts)</p> <p>August report covered by SC and an explanation re cash v accrual accounting and moving to accrual moving forward. Sept and Oct presented by PT</p> <ul style="list-style-type: none"> <li>• Add into accounts the ring-fenced monies (eg future minibus lease commitments and shop emergency fund)</li> <li>• Insurance for shop – is this covered under the school's coverage? Likely that it may need to be insured separately.</li> </ul> <p><b>Shop update</b> (see the attached detailed report)</p> <ul style="list-style-type: none"> <li>• Write off the residual reversible house colour rugby shirts. Value of £1025.50</li> </ul>	<p>PT</p> <p>SC</p> <p>PT</p>

<p><b>Updates</b></p> <p><i>Facebook</i></p> <ul style="list-style-type: none"> <li>• Currently have 535 members across 5 year groups. Think about sixth form or year 12 or 13 for next year.</li> </ul> <p><i>Gift Aid</i></p> <ul style="list-style-type: none"> <li>• Complete until July 19. Although amounts will be small for this financial year.</li> </ul> <p><i>Amazon Smile</i></p> <ul style="list-style-type: none"> <li>• Quarter 3 payment received of £91.47. Q2 payment not received £92.94. Payment made from Amazon 11/8. Double check bank account, if not in Elisa to chase Amazon.</li> <li>• 106 supporters.</li> </ul> <p><i>Clothes Recycling</i></p> <ul style="list-style-type: none"> <li>• Raised £29.70 from recent collection.</li> </ul> <p><i>Cartridge recycling</i></p> <ul style="list-style-type: none"> <li>• Box is in situ in reception. Kerry to add to next parent communication.</li> </ul>	<p>EJ</p> <p>PT</p> <p>EJ</p> <p>KC</p>
<p><i>Mufty Fundraising – 11<sup>th</sup> December</i></p> <ul style="list-style-type: none"> <li>• Can we do a different day for year 7 as Friday is their PE day.</li> <li>• Set up the text donate for this.</li> </ul> <p><i>Easy fundraising</i></p> <ul style="list-style-type: none"> <li>• 322 supporters.</li> <li>• Raised over £8.5k since starting.</li> </ul> <p><i>Virtual Quiz evening</i></p> <ul style="list-style-type: none"> <li>• 4<sup>th</sup> Dec date confirmed</li> <li>• Easier to manage ticket purchases via school uniform shop but has a slight charge.</li> <li>• Charge £5 per adult.</li> <li>• Ensure parents know to up quantity in basket.</li> <li>• Make sure parents know to purchase in one transaction as we will only have 99 zoom logins.</li> </ul>	<p>KC EJ</p> <p>KC EJ</p>

<p><i>Christmas Puddings</i></p> <ul style="list-style-type: none"> <li>• Not going to be possible this year.</li> </ul> <p><i>Your School Lottery</i></p> <ul style="list-style-type: none"> <li>• Carry forward to next meeting for review.</li> <li>• DD to get more information on guaranteed prize etc.</li> </ul> <p><i>Equipment List</i></p> <ul style="list-style-type: none"> <li>• Speak to Matthew and Rhys on the idea and if they would like us to support with this.</li> </ul>	<p>DD</p> <p>KC</p>																
<p><b>100 club</b></p> <p>The winning numbers</p> <table border="1" data-bbox="193 891 743 1050"> <thead> <tr> <th>Month</th> <th>1st</th> <th>2nd</th> <th>3rd</th> </tr> </thead> <tbody> <tr> <td>August</td> <td>91</td> <td>113</td> <td>34</td> </tr> <tr> <td>September</td> <td>74</td> <td>61</td> <td>64</td> </tr> <tr> <td>October</td> <td>67</td> <td>51</td> <td>77</td> </tr> </tbody> </table>	Month	1st	2nd	3rd	August	91	113	34	September	74	61	64	October	67	51	77	
Month	1st	2nd	3rd														
August	91	113	34														
September	74	61	64														
October	67	51	77														
<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• none</li> </ul> <p><b>The meeting closed at 22:05</b></p>																	

**Future Meeting Dates**

Tues 19<sup>th</sup> January 2021 @ 7.30pm