



**MINUTES OF MEETING HELD AT THE SCHOOL  
ON  
TUESDAY 13<sup>th</sup> December, 2016 @ 1930hrs**

**PRESENT**

Sam Campbell, Chris Carter, Jennie Clist-Woodward, Sarah Cripps, Gareth Fishlock, Corinne Goatley, Dave Hawkins, Karen Hawkins, Jos Major, Matthew Morgan, Yasmin Moxon, Jenny Shephard, Charlie Smith, Michelle Sterry

**APOLOGIES:** Elisa Jordan

<b>Agenda Item</b>	<b>Action Assignee</b>
<p><b>Review of actions and matters arising from last meeting</b> KH to propose new pricing list and the number of early orders to make in advance of the price increase. <a href="#">Closed – proposed price list submitted to PA committee and approved</a></p> <p>SCr to process payment for 'nearly new' sold item donations. <a href="#">Closed</a> SCr to process payment for grant requests. <a href="#">Ongoing</a> CG to send a global email reminding parents of the benefits and ease of using the Easyfundraising website now that Christmas was approaching. <a href="#">Closed</a></p> <p>No matters arising</p>	
<p><b>Treasurer's report</b> SCr presented the income and expenditure account as at 30.11.16. It was noted that there had been increased spending on refreshments this term. This was partly related to purchasing mugs to replace cups and saucers but also due to costs associated with keeping both cupboards supplied to support the number of events being catered for. It was noted that we should continue to review the cost of using disposable cups as well as where to purchase them from.</p>	<a href="#">CG/SC</a>
<p><b>Uniform shop</b> KH submitted detailed updated price list for new uniform clothing. This was agreed as a good balance between affordability for parents and the suppliers cost increases. Uniform shop sales continue to decrease as a reflection of the time of year in the school calendar. CG to advertise request for help during 6<sup>th</sup> Form Open evening on 31.01.17</p>	<a href="#">CG</a>
<p><b>Refreshments rota</b> CG to continue as coordinator and SC to maintain stock of supplies. It was noted that out of 26 events catered for, 21 had been rugby related.</p>	
<p><b>Easyfundraising</b> It was reported that there are more than 200 members now using this scheme which has raised over £2k for the school since March 2015. There were some problems with remaining logged in but an app could be downloaded which was</p>	



where possible. MM to include 'PA committee link' to scope of role when new 6 <sup>th</sup> Form observers are appointed in school year 17/18	MM
The meeting closed at 21.30 hrs.	

**Next meeting is scheduled for Tuesday 10.01.17 @ 1930 hrs**