SIR THOMAS RICH'S



MINUTES OF THE COMMITTEE MEETING HELD AT THE SCHOOL ON TUESDAY JANUARY 12th 2016 AT 7.30PM

PRESENT

Sam Campbell (SCa), Chris Carter, Sarah Cripps (SCr), Corinne Goatley, Dave Hawkins, Gareth Fishlock, Jos Major (JM), Matthew Morgan, Jane Mowbray (JAM) & Rebecca Smith.

APOLOGIES

Karen Hawkins, Yasmin Moxon, Jenny Shephard, Helen Taylor, Victoria Turner & Samantha Watson.

Agenda Item	Action Assignee
Minutes for last meeting were approved.	
Matters arising	
There had been no response to DH's e-mail request for additional volunteers to support the uniform shop and refreshments.	
MM passed around a flyer describing the 350 th anniversary activities planned for later in the year. It was noted that the '70 th anniversary of Rugby at STRS' events should be added to the agenda for the next meeting. Mr Williams is organising the ball for the rugby event.	DH
Treasurer's report	
JM reported that there were now 143 supporters on EasyFundraising. MM explained that his intention to add a note about EasyFundraising to the school email footer had been frustrated by an unrelated IT issue. This will still happen in due course.	
Ten used mobile phones had been donated to the school for recycling.	
JM noted that she is receiving a number of phishing e-mails related to the PA bank account. Unfortunately, this is normal for any charity and MM stated that the school has experienced similar issues.	
Uniform shop	
DH explained that KH had been seriously ill since November and was still too unwell to attend the meeting. SCr had stepped in to coordinate the Uniform Shop	

in her absence. The committee asked DH to convey best wishes to KH for a speedy recovery.

SCr presented a sheet of suggested price increases for approval. Blazer price increases were required to reflect price increases from the supplier. As all uniform price increases had been frozen for at least two years, some other increases were also proposed. The price increases were approved and it was also agreed to remove the junior scarf and senior wrap from the price list because these items were rarely bought and even more rarely worn.

SCr

SCr and SCa were organising the VI Form uniform fitting events for approximately 500 applicants, to be held during January and February. They were agreeing an updated brochure about VI Form uniform with the school administrative staff and were also planning to attend the open evening on 26th January. They intended to make uniform fitting bookings at the open evening and ensure that parents were also aware of the need to order uniform by the end of February. Previously, applicants were sent a letter about uniform but many had ignored the instructions to share uniform information with their parents.

Roughly 50 volunteer hours would be needed to support these sessions. SCr and CG agreed to approach HT to find out how to issue a Doodle to manage these requests.

SCr/CG

MM explained that for a number of reasons, it was becoming increasingly difficult to predict which of the VI Form applicants would actually end up taking up places at the school but the school would still provide analysis of likely order numbers to the PA.

For the lower school, there was some discussion of whether it would be helpful to run a uniform stall at parents' evenings, particularly to facilitate blazer orders for KS4 pupils. KH had done this in previous years.

Grant Requests

MM asked if the PA would fund subscriptions to periodicals for the Learning Resource Centre. The librarian had undertaken a review and the following 3-year subscriptions were the best value: £352 for the Economist and £399 for the New Scientist. JAM abstained from the decision as she is acquainted with the librarian. Otherwise, the request was unanimously agreed.

MM also asked the PA to fund the costs of coach transport to school sports fixtures. DH explained that, in his view, this request was consistent with the PA's constitution. Whilst not every child chooses to compete in school teams that use coach transport, it is nevertheless a very inclusive part of school life. After a brief discussion of value for money considerations and local bus companies, this was unanimously agreed. The annual cost is likely to be in the region of ten to twelve thousand pounds.

The school's funding remained very tight. MM had addressed parents on this issue – about 20% of parents had attended. However, the parents who attended were essentially a subset of the 30% who already donate to the school. The key is to raise awareness among parents – MM encouraged all present to talk to their friends and encourage them to donate money wherever possible. The target is to raise £130,000 from parents in the next seven years. MM was grateful for the support of parents who were experts in fundraising and explained that there was no need for any further advice on how to raise money – all sensible avenues were already being pursued. The PA (via Sam Watson) was also in touch with the Alumni to ensure that our fundraising was coordinated.	
Jazz Night This had been a successful evening and the bar had raised more money than at the quiz. The support of VI Form pupils acting as waiters and offering mulled wine and non-alcoholic punch probably accounted for this. It was suggested that it might be a good idea to ask the photographic club to record such events in future. CC agreed to ask them about this.	СС
Christmas Raffle The raffle was agreed out of committee by e-mail following the previous meeting. This had been more successful than the spring raffle in 2014 and most prizes had been sourced from parents. Cheltenham Waitrose had been approached to provide a prize; they are unable to do this owing to their policy of supporting community causes on a rota. However, they had just opened a department that puts together gift baskets so had kindly offered to gift-wrap the hamper prize. Unfortunately, there had been some confusion between the STRS PA Christmas raffle prizes and those belonging to the Brookfield music group, which uses the school as a practice venue. The raffle organisers had apologised to the music group for this misunderstanding.	
Fund raising calendar	
An Easter chocolate raffle would be held this year – JM agreed to source a suitably enticing egg.	JM
The wine tasting evening was scheduled for Friday 22 nd April. CC and Nigel Pitel will purchase the wine in France. The tickets will be £10 each. CG agreed to go back to the fundraising group to finalise the details and provide Nigel Pitel with an indication of likely numbers.	CG
The fundraising group was also in discussion with Mr Daniel regarding the possibility of opening a school tuck shop. They were also thinking about increasing the fundraising potential of events involving parents and new ideas for social events for the pupils.	

100 club	
The winning numbers were: November: 64, 44, 89; December: 94, 95, 10.	
AOB	
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Following a discussion about the PA parts of the school website, it was agree	
that more lively content would be beneficial. Updates to content should be satt Hopton.	sent to
Matt reptoni	
RS enquired whether the PA had used clothing recycling to raise money for	
school. It was explained that YM had been investigating this and was pursulout of committee with the PA's blessing.	ling it
Summary of actions:	
 Add '70th Anniversary of Rugby at STRS' to the agenda for the Marc meeting. 	ch PA DH
Update uniform shop price lists in line with PA decision.	SCr
Learn how to create Doodles to organise volunteers for uniform sho refreshments events.	op and SCr&CG
 Approach the school photographic club to request them to photogra future PA events for publicity purposes including the website. 	iph CC
5. Purchase an Easter egg for the Easter chocolate raffle.	JM
6. Liaise with the fundraising group to firm up details of the wine tasting	
evening.	

Next meeting: 08.03.16 1930 hrs.