



**MINUTES OF MEETING HELD AT THE SCHOOL  
ON  
TUESDAY 10<sup>th</sup> January, 2017 @ 1930hrs**

**PRESENT**

Sarah Cripps, Gareth Fishlock, Corinne Goatley, Dave Hawkins, Karen Hawkins, Elisa Jordan, Jos Major, Yasmin Moxon, Jenny Shephard, Charlie Smith

**APOLOGIES:** Sam Campbell, Chris Carter, Jennie Clist-Woodward, Matthew Morgan, Michelle Sterry

<b>Agenda Item</b>	<b>Action Assignee</b>
<p><b>Review of actions and matters arising from last meeting</b>            CG to recommend download of app and use of Easyfundraising website for booking holidays in next global email. <a href="#">ongoing</a></p> <p>KH to review feasibility of holding a series of 'Masterchef' social events using different cultural foods on each evening. <a href="#">Ongoing</a>,            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. <a href="#">Review June 2017</a></p> <p>Matters arising</p>	
<p><b>Treasurer's report</b>            SCr presented the income and expenditure account as at 31.12.16. The final profit from the sale of Christmas puddings was declared. SCr noted that she was having discussions with the school finance manager to agree the process for claiming gift aid from now onwards</p>	<b>SCr</b>
<p><b>Grant requests</b>            CS reported on the replacement minibus D1 requirement for 'lite' vehicles. The 'lite' version is still a 17 seater without the requirement for a D1 licence which makes it a more practical option. It was agreed that the PA committee would wait to receive a steer from the school as to the specification of the replacement minibus that is desired.</p> <p>CC has requested the purchase of 2 clocks for the Chess club (c/o Ian Robson). It was agreed that the school should buy the items and be reimbursed by the PA committee.</p> <p>An item would be included on the next meeting agenda to discuss the opportunity for school departments to request small funding amounts.</p>	<p style="text-align: center;"><b>CS/JM/MM</b></p> <p style="text-align: center;"><b>CC/SCr</b></p> <p style="text-align: center;"><b>CG/YM</b></p>

<p><b>Uniform shop</b> KH presented a calendar of dates where uniform shop requires assistance. CG agreed to lead on 09.02.17 as KH is not available that day. The returns policy of 20 school days for uniform shop bought items was reviewed and it was agreed not to alter current arrangements. KH to send global email requesting parent help for uniform shop over the spring term</p>	KH
<p><b>Refreshments rota</b> CG reported that with the recent introduction of new caterers (Innovate), she needed to clarify how the PA would work with Innovate for PA supported events. CG to speak to the Regional Director of Innovate to review future working relationships</p>	CG
<p><b>Website</b> YM agreed to write a short update about the Christmas Pudding sale. GF to send YM photo of pudding to use for article</p>	YM/GF
<p><b>Easyfundraising</b> SCr confirmed that gift aid could be claimed on these donations but scheme Administrator has the amend settings to enable this function for users. SCr to identify the scheme administrator and ask them to amend our settings to enable us to claim Gift Aid. It was also recommended that the administrator be changed to a generic STRS PA email account so that it could be easily used by future committee members.</p>	SCr/CC/CG
<p><b>Christmas pudding sales review</b> <i>What went well</i> – as an initial venture there was a good uptake of sales, based on current feedback the plum, ginger, and sticky toffee were highly recommended, profit from activity was around £500 but relatively easy way of raising money with minimal effort. Demonstrated a good level of interest from parents which need to encourage. Possibly redo next year, or every second year, with alternate years used for different Christmas sales activity. <i>Areas for improvement</i> – lemon and chocolate puddings not recommended, review options to contact this year’s customers or order earlier to make more money.</p>	
<p><b>Fund raising calendar</b> <i>Wine tasting evening</i> – the event was confirmed for 24.03.17 and that there is no need for a licence. JM is responsible for supplying the cheese and Jo Sacks will be asked to donate the biscuits. Auction prizes suggested and yet to be confirmed were: Meal for 3 course at The Wine Bar c/o JM F&amp;M Tea for Two c/o SCr tea with MP at HoP (c/o EJ) meal at the Mayflower in Cheltenham (c/o CG) rally car racing event (c/o EJ) one or two prizes(c/o CS) Jo Sacks auction prize <i>Easter hamper</i> – It was agreed to arrange an Easter hamper raffle and CS agreed to lead this project. It was agreed to sell tickets at wine tasting and spring concert on 30.03. The raffle would be drawn at the spring concert. The need for a licence</p>	ALL

<p>was discussed and CG agreed to check out the requirements</p> <p><b>Bag to school</b> – EJ agreed to review the options for recycling clothes as a fund raising approach. KH asked for any scheme identified to include school uniform because the uniform shop had a number of bags of unsaleable uniform to pass on.</p> <p><b>Field and Flock idea</b> – This was discussed but it was not thought likely that many parents would be interested and therefore the idea would not be pursued</p>	<p>CS</p> <p>CG</p> <p>EJ</p>
<p><b>100 club</b></p> <p>The winning numbers for December are – 107, 98, 39</p>	
<p><b>AOB</b></p> <p>CG asked about the possibility of using websites like Eventbrite for online booking of events. These are free for free events (useful for some school events eg carol concert?) but very expensive commission for events with a ticket price. CG agreed to ask MM whether the Scopay school system could be used to purchase tickets online. If this was not possible, the best option to encourage people to buy tickets to PA events in advance is to ensure all tickets bought before the event are cheaper than when bought on the door.</p>	<p>CG</p>
<p>The meeting closed at 21.20 hrs.</p>	

**Next meeting is scheduled for Tuesday 14.03.17 @ 1930 hrs**