



The Pate's Grammar School
Parents' Association Meeting Minutes
Wednesday 13th November 2019

Meeting held at 6.45pm in Foundation Bungalow

Present:

Nadiye Bowden	NB
Sarah Cartwright (Pate's Development Office)	SC
Louisa Coley (Treasurer)	LC
Alex Collishaw	AC
Anne Daly (Vice Chair)	AD
Carolyn Hopper (Governor)	CH
Tabitha Gilchrist	TG
Roisin Giles	RG
Louise Hutchinson	LH
Stephen Locke (Pate's Bursar)	SL
Margaret Kula (Treasurer)	MK
Anna Macey-Michael (Chair)	AMM
Jo Pearce (Uniform)	JP
Stephen Senior	SS
Debbie Snell	DS
Bronwyn Syiek (Secretary)	BS

1.0 Apologies

Apologies received from Eleanor Fea, Rachel Abbott, Linda Arthur, Ping Thomas and Graham Palmer

2.0 Previous Minutes Approval

The Minutes from September's meeting were approved.

3.0 Matters Arising

None.

4.0 Finance Report

MK

MK summarized key changes. Key points as follows:

- 4.1 Since last meeting we have raised £8,949.33. We have spent £2,222.53 on planners for the entire school. We have £25,772 available for donation to the school.
 - 4.2 We were down on some of the events versus last year. Overall, we are £440 down versus this time last year last year including Year 7 social down approx. £170 (numbers were also down). Same for year 12 Social where we raised half of the amount (noted that the time changed at the last minute and many people didn't know). On a positive note, Diwali raised £70 more than last year.
 - 4.3 We received money from Amazon Smile and Terracycle and CH asked if the details of these programs are being circulated to parents. AD doesn't think so but explained that we have no access to the account as the password has been lost. AD to check with Shirley Park to figure out how to get access.
 - 4.4 Update: BS tried our emails into the Amazon Smile log in via the Forgot Password. PAchair@patesqs.org was recognized. AM-M will be able to use forgot password to regain access to our account. People had also mentioned that it is hard to select our Smile account: The name on it is Pate's Grammar School Parent Association – you can search for it.
 - 4.5 Message to be sent out to parents by SC. AD suggests that we do a message from the PA explaining who we are and pushing Amazon Smile as well as Terra Cycle and easyfundraising.com (CH noted that it pays a much higher percentage per merchant), and also include a photo of the PA to make it more personal. (Details of the Terracycle fundraising attached)
 - 4.6 BS asked if we had done a fundraiser for iphones and other old devices etc. There isn't one at this time. BS commented that this can be a decent money earner.
- 5.0 As AM-M's request, SL outlined spending wishes that the PA could fund:**
- Thinking of moving away from Citrix to PC's. Therefore, looking at needing new PC's. Will cost something over £12,000 to equip a computer room. Will not do it all at once, but some of the Citrix stuff is coming to the end of life and then will become more expensive and it justifies the move to PC's. Plan would be to do a computer room over holidays.
 - In English and Geography, we are moving away from the PreU qualification and there will be a whole raft of textbooks we need to buy. They are costing around £20/30 – for A level and GCSE. Similar ticket item to the PCs.

Agreed in principle to support these initiatives.

- 5.2 Other items that might need funding were discussed:
 - The new School council has just been formed. They will almost certainly come up with some smaller items. These will be circulated before the next meeting.
 - Spring Fair: Theme for raising will be PE.

6.0 100 Club**AC**

The draw for June and July 2019 was drawn by SL at the meeting (4/9/19):

	1	2
August Draw (£100) 133 shares	3 - Pate's	175 – Pate's
September Draw (£100) 128 shares	28- Myra Gillett	107 – Pate's
October Draw (£100) 127 shares	57 – Vivienne Ravenill	166 – Mr. & Mrs O Munn

£300 will be paid out in prize money.

7.0 Match Funding**GP**

No update.

8.0 Media/publicity**JB**

Not able to come to meetings. No update for this report.

9.0 Bar stock**EF/AD**

- 9.1 All in order for next events. Have a toastie machine and can borrow one that does 4.
- 9.2 CH offered to loan headgear for the Christmas Fair.
- 9.3 Year 12 parent has taken over sweets: Alison Everest.

10.0 Second-hand uniform**JP/AD**

- 10.1 Uniform has a new home. It's much better. Many thanks to Pate's.
- 10.2 Have had a lot of inquiries from year 7 parents. Have a waiting list set up. Sarah has updated the PA page. The email us link doesn't work. Jo needs to give updated pricing to Sarah C.
- 10.3 CH asked how we would move uniform over for the Bazaar. AD said that we have talked with Steven about getting help. Steven will liaise with Phil and Anthony.
- 10.4 Bad weather plan? We will use the site vehicle.
- 10.5 The PA wish to record our thanks to Phil and Antony for their help.

11.0 Past events**AM-M**

- 11.1 AD asked that we reconsider how we do hot dogs at events this year. Pupils weren't as interested as had other choices and some left during the break time. May need to reconsider numbers, possibly organize for pre-orders.
- 11.2 Also, we noticed that there weren't as many people to the refectory. Do we need more advertising in the hall? Or take trolley's around.
- 11.3 Alternative is that someone from PA stands up just before the break to announce that

people should come to the refectory.

12.0 Christmas Bazaar – 26th November 6-8 pm AM-M

- 12.1 We have been working behind the scene. Rachel has been working behind the scenes to organize the stall holders and has 26 so far. Don't need more but could accommodate a few if there are takers. This year have been asking for £15 in advance. Noted that Rachel has managed it really well.
- 12.2 School stalls: Haven't yet has many year7's come forward. Exception is Richmond, where form tutor has confirmed that they will be decorating biscuits, guess the sweets in the jar, pin the tail on the donkey and other. Believe York have plans but don't have details yet. Also, do have 3 year 9's planning a stall with scrunchies earrings and stocking fillers. She will do 50:50 between her own charity and pate's. Tamsin and her gang will be doing various things. Anna's daughter and two friends are doing henna tattoos and Christmassy nails.
- 12.3 Signs for the bazaar for Rachel: Rachel has always done them herself.
- 12.4 Mr. Renton is fine to be Santa.
- 12.5 Ann has confirmed how many tables she needs for year 7. Need one more extra for Rachel.
- 12.6 Raffle: We have a lady doing the hampers.
Dawn is coming back to do the Tombola with her son.

Noted that we are short of items for the Tombola and the hampers. Agreed to send out an email with an ask, along with other items and AD to ask Eliza Hodgkin, who works for Cadbury's. Need pupil-oriented prizes for the tombola. If any posher items are donated, we will use these in the hampers.

- 12.7 Buskers: Matt has spoken to the music students. Have two people who want to sing. Ask Matt (Tabitha's son) to target people. Ideally Christmassy music. *[Bronwyn's son Yuriy Syiek is happy to play Christmas songs on electric guitar if needed. Ben Syiek will ask Eden whether he can play]*
- 12.8 MK. Need someone to help prepare the float. Friday before. Carolyn H will help. Plan to meet 9:30 Reception. And need someone to help count afterwards: Ann and Carolyn will do it on Weds after event. First thing.
- 12.9 Volunteers: Need 4-6 on refreshments. Soup. Toastie. Chocolates. Someone doing raffle tickets (standing with Mr. Renton). Need one to help Ann Daly in the gym with year 7's. One to help Debbie with Uniform. Committee members confirmed availability as follows:
- Louise Hutchinson: from 6pm onwards
 - Nadia: from 6 pm
 - Alex from 5:30
 - Carolyn: from Afternoon
 - Roisin: Work for the afternoon
 - Bronwyn; afternoon and evening
 - Magda Andrew has volunteered to do the Toasties (details to be figured out by Ann)
 - Tabitha Gilchrist will make soup and will drop it off at Carolyn's. 10 L

- Anna Macey Michael. Available all afternoon
- Ann Casey – running Year 7's in the gym. Could do with one more volunteer to help
- Rachel – running external stalls
- Margaret running money table.
- Year 12 on wrapping.
- Ann Daley – whole time
- Debbie & Partner running uniform
- Ping Thomas – From 5:30

Putting something on letter from PA – we are not hounding people for volunteers but if you want to help, let us know. We won't be sending around an official doodle.

13.0 Spring Fair Committee – 7th March

- 13.1 Anybody who is interested in leading this? AM-M asked Ro if she would take the lead on Raffle prizes. Thanks to Ro for taking this on.
- 13.2 Possible committee: Ro. Ann Casey/ Becca Oram (year 7's), Stephen Senior. Ann M-M

14.0 Open Air Cinema [DATE TBD].

AM-M described similar event that made £4k at her other school, which is a Primary level. Generally, there was enthusiasm. Discussion centred around whether we can find a movie that would appeal to the wide age range.

SL said that the school will be happy to consider the idea

15.0 Plea for Bakers

We need more mince pies. After discussion we agreed that Jody's 60 would be enough for Christmas. Others have volunteered and theirs will be sold at the Carol Service. Thanks to those baking:

- 15.1 Anna M-M: 20
- 15.2 Tabitha 20
- 15.3 Jody: 60 – for Christmas
- 15.4 Nadiya: 20

16.0 Committee photo

17.0 Future events:

AM-M

- 17.1 Autumn Concert – 21st November 7 – 9. Volunteers needed: 2 throughout and 4 for refreshments. Agreed: Ro, Louise, Tabitha and Ann for interval. Anna M-M and Debbie (not watching) at ½ past 6
- 17.2 MK and CH can count float next day, same time as the Christmas bazaar
- 17.3 PA Christmas Quiz – 7th February Date to be confirmed. Booked in with. Simon. Stephen Senior will lead on organizing the quiz. Note to be in the PA letter in the next few days, so that people aren't confused about the date. Also note to be put in the first headmaster's message in the new year. £36 per team of 6. People will email Stephen and he would tell people how to pay online. Set up a PA Quiz email account. Sarah will set it up.
- 17.4 School Show – 4th-6th December 7 pm start.
- Doodle needed. Under 100 for each night sold so far. Need to man the Hatch and Tables. Bronwyn 4th or 5th. Margaret 4th to 6th. Ann can help.
- 17.5 School Carol Service – 18th December. Was quiet last year. Wasn't announced in the church that there were refreshments. Didn't seek to make money. Don't normally doodle. Had ten people 3 in kitchen. 2 people on mulled wine and squash. Someone on the door. Need Doodle.
- 17.6 Instrumental Concert – 6th February
- 17.7 Chinese New Year – 7th March
- 17.8 Spring Fair – 7th March
- 17.9 7th Feb: IDEA: Harry Potter Book night. Fancy Dress. DS has run a Harry Potter night at her previous school and the pupils love it. Basically: Owl Posts get sound out a few weeks in advance to those who have signed up. On the night they are given a sticker with character's name. There are lots of activities. Generally fundraising is not permitted, but we can do things like guess the number of sweets in the jar. DS would organize everything. Agreed it was a great idea, but may need to be delayed to next year or to another night as there is an instrumental concert in the hall that night. Also, the same night as the Parent Quiz.

18.0 Any other business

SL shared Confidentiality agreements for committee members to sign.

1. Date of next meeting

Tuesday 14th January 6:45 in the bungalow

BS Sunday 17th November 2019