



The Pate's Grammar School Parents' Association Meeting Minutes Wednesday 4th September 2019

Meeting held at 6.45pm in Foundation Bungalow

Present:

Carolyn Hopper (Acting Chair)	CH
Linda Arthur (Secretary)	LA
Louisa Coley (Treasurer)	LC
Stephen Locke (Pate's Bursar)	SL
Alex Gregory (Pate's Development Office)	AG
Sarah Cartwright (Pate's Development Office)	SC
Graham Palmer (Matchfunding)	GP
Anne Daly	AD
Eleanor Fea	EF
Margaret Kula	MK
Tabitha Gilchrist	TG
Anna Macey-Michael	AMM
Rachel Abbott	RA
Bronwyn Syiek	BS
Roisin Giles	RG

1.0 Apologies

1.1 Apologies received from Alex Collishaw, Stephen Senior, Vicky Hewett, Jo Winson.

2.0 Previous Minutes Approval

2.1 The Minutes from June's meeting were approved.

3.0 Matters Arising

3.1 None.

4.0 Finance Report (LC)

- 4.1 The PA bank accounts currently shows a total balance of £23,376.76 (PA charity account £15,901.15 and 100 club account £7475.61). Total available for donations = £17,876.76.
- 4.2 Takings since last meeting total £9,557.55, comprising; Match Funding Vodafone - £350, Pate's Pig - £10.03, Back to School - £200, Uniform - £443.05, Donations (Benevity) - £404.84, Yr 7 Refreshments - £147.50, Junior Concert Refreshments - £257.85, Junior Concert Raffle - £259.00, Sports Evening Refreshments - £314.50, Stationery - £435.00, Yr 7 Uniform – £503.00, House Drama - £6099.25, Amazon Europe - £13.53, Terracycle - £120.00.
- 4.3 Donated to School since last meeting total £0.
- 4.4 The finance summary provided gives details of the accounts (attached).

5.0 Update on Purchases (SL)

- 5.1 SL thanked the PPA for the monies donated to school in the last academic year.
- 5.2 SL reported that there are not currently any specific requests from departments for items yet this year. Spring Fair will be focusing on the PE department. In recent years the PA has donated money/items to all school departments. SL to report back with any school requirements at the next meeting. SL
- 5.3 CH confirmed that the PA like to purchase something requested by the student council. SL will come back on this at a future meeting. SL

6.0 100 Club (AC)

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

	1	2
June Draw (£1000)	3 - Pate's	142 - Carolyn Hopper
July Draw (£100)	17- Andrew Thompson	199 - Virginia Rees

- 6.2 £1200 will be paid out in prize money. AC

7.0 Matchfunding (GP)

- 7.1 GP reported that he is hoping for a further Match Funding donation from Vodafone.

8.0 Media/Publicity (JB)

- 8.1 CH reported that Jane Bailey is working in the Media role. Pates Progress is now done.

9.0 Bar Stock (EF)

- 9.1 Stock cupboards are filling in readiness for House Music.
- 9.2 AD raised a discussion about whether we should be continuing to provide water in plastic bottles. She had priced up for small glass bottles of water which would be more expensive. CH reported that Tricia Watson (a Pate's parent who works in recycling) had previously suggested that glass bottles were less environmentally friendly in terms of energy to transport and recycle. Large plastic bottles of water

dispensed into glasses was thought to cause an unmanageable amount of washing up, especially at the larger events. Pupils are good at refilling their water bottles, but parents can sometimes be coming straight from work and may still wish to purchase water. It was decided that we will stick with our usual purchase for now. CH will discuss with Tricia Watson.

CH

10.0 Second-Hand Uniform (AD)

- 10.1 AD reported that uniform requests by email were fairly busy over the summer holidays.
- 10.2 AD and Jo Pearce opened uniform shop on Tuesday 3rd September on first day in for year 7s which was worthwhile.
- 10.3 Uniform will be at Yr 7 parents social evening. AD requested that a third person help as this can be very busy.
- 10.4 Uniform Cupboard will be opening this coming Friday 3-4pm (and on 1st and 3rd Fridays of the month). RG volunteered to help at this.
- 10.5 Uniform Stock is currently good. It was requested that a message go out in HM message for any donations of the new Canterbury kit. Wording for this to go to AG.

AD/AG

11.0 Past Events

- 11.1 The main event of the last half term was House Drama. Sausages worked well! 450 sausages were sold. 400 meat sausages and 150 veggie sausages were purchased this year. The number of sausages left over was counted at the end of serving which will be informative for next year.

12.0 New Committee

- 12.1 The committee positions of Chair, Vice Chair, Secretary and Treasurer are all needing to be filled as well as other various PA roles. Several volunteers have come forward to stand.

13.0 AGM

- 13.1 This is on 9th October 7- 8.30pm.

14.0 House Music

- 14.1 Wednesday is the matinee and later show, Thursday is just the late show. SL confirmed that it would be OK to move stock into the plant room on the Tuesday. Julie will be our contact via school for now (see also sausage order in 14.2, which Stephen offered to pass on).
- 14.2 Order: Sausages – 600 meat and 150 veggie. To be ordered through school. AD
- 14.3 Bread rolls to be ordered and collected. EF
- 14.4 AD offered to contact the person who previously donated milk to ask whether she may be happy to do so again. AD
- 14.5 Doodle for helpers to go out asap after tickets have gone on sale. LA
- 14.6 AD and CH to meet on Monday 24th September to plan volunteer assignments. AD/CH

- 14.7 Hampers – there may still be some bottles suitable for hampers in the PA cupboard – CH to check. Message also to go out to parents to ask for donations. CH
- 14.8 Money counting on Friday 27th September. CH/MK/LA

15.0 Future Events

- 15.1 Diwali: Sunday 20th October. 2-5pm. DE cannot do this now. Normally 2-3 people enough to run refreshments – no PA alcohol or sweets at this event. AMM, BS and CH to manage this. AG, CH and AMM to meet up with the organiser. SL to have discussion with organiser concerning fireworks. AMM to lead and arrange meeting (organiser is Gee Shankar). AMM
- 15.2 Year 12 Parents' Social Evening: 3rd October 6.30 start. AD, LA, RA, BS able to attend.
- 15.3 Year 7 Parents' Social Evening: 17th October. PA to provide uniform stall, refreshments and talk for parents. MK, AMM, RA, CH able to attend. LA to email to ask AC and/or SS whether they could also support this event. LA
- 15.4 Holst Concert: Thursday 19th September and Saturday 21st September. Thursday in the Recital Hall at school (from 7pm) - decision made that PA cannot provide a bar for this event. Saturday 21st September in St Andrews Church, Cheltenham (3pm) – AD and TG to support this event (tea and cake). CH to ask Laurette Thomas for list of cake bakers. SC to give AD the phone number re kitchen use at the venue. AD to lead. AD
- 15.5 Autumn Concert: 21st November (7-9pm). Need two on continuously and four for the interval. AD, TG, RA, RG available to manage this event. AD to lead. AD
- 15.6 Christmas Bazaar: 26th November 6-8pm. Working party for this event – AMM, MK, RA, Anne Casey and maybe Becka Orum. RA is happy to manage the external stallholders again. Following issues with stallholders dropping out last time, RA would like to collect stall fees in advance of the event. Uniform stall normally at this event.

16.0 Family Quiz

- 16.1 This will take place on 7th February. CH to confirm date with quiz master and ask SS if he would be willing to organise the quiz this year. CH

17.0 Any other business

- 17.1 SL informed the PA that roles and responsibilities are in the process of being allocated in the Development Office but will continue to support PA and attend meetings.
- 17.2 AD wished to raise a formal Goodbye and Thank you to Dawn Eccles who did an amazing job with not only the uniform shop but in running and managing events. Her son has moved school for 6h Form and so Dawn has now left her role in Uniform.
- 17.3 LC needs to have a discussion re the accounts with CH ahead of the AGM – TBA outside of the PA meetings.
- 17.4 Key Box – this is still being looked at.
- 17.5 SL may not be able to attend the AGM meeting. SL confirmed that he would be very happy to be Independent Examiner for the PA accounts again in the coming year.
- 17.6 A parent has suggested the possibility of the PA being involved with a Pate's Team for Cheltenham Half Marathon. Something around this idea would be good as we are supporting the Sports Department with the Spring Fair. Maybe Mr Jones would be

prepared to get involved as he is a runner. To be discussed further.

18.0 Date of next meeting

6.45pm, Wednesday 13th November 2019.

LA 20/09/19