



The Pate's Grammar School Parents' Association Meeting Minutes Monday 29th April 2019

Meeting held at 6.45pm in Foundation Bungalow

Present:

Laurette Thomas (Chair)	LT
Linda Arthur (Secretary)	LA
Louisa Coley (Treasurer)	LC
Carolyn Hopper (Vice Chair)	CH
Stephen Locke (Pate's Bursar)	SL
Shirley Park (Pate's Development Officer)	SP
Graham Palmer	GP
Eleanor Fea	EF
Anna Macey Michael	AM
Margaret Kula	MK
Rachel Abbot	RA

1.0 Apologies

- 1.1 Apologies received from Tabitha Gilchrist, Mary Farquhar, Alex Collishaw, Anne Daly, Dawn Eccles.

2.0 Previous Minutes Approval

- 2.1 The Minutes from March'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 £43,467 (PA charity account £35,581 and 100 club account £7,886). Total available for donations = £37,967.
- 4.2 Takings since last meeting total £10,656.91. They comprise Spring Fair - £9862.49, Donations (Benevity) - £317.42, Choral Concert - £350, Pates Pig - £23, Uniform Sales - £24, Sale of old PCs - £80.

- 4.3 Donated to school – Canoes - £1650
- 4.4 Promised to School – Contribution to IT suite to be used by Languages Department - £30,276. Amount to be confirmed following Spring Fair.
- 4.5 The finance summary provided gives details of the accounts (attached).

5.0 Update on Purchases (SP/SL)

- 5.1 SP provided a list of items that the PA could consider supporting (attached)
- 5.2 SP confirmed that the total cost of fitting out the new IT suite, which is used a lot by the Languages Department, is £23,226 to include furniture and IT equipment. The annual Languages budget is £4200. It was agreed that the PA will support this total amount of £27,426, as this was the focus of fundraising at the Spring Fair.
- 5.3 The School Council had asked for some items to be supported – a water fountain and a water dispenser (£3,300), radio-controlled clocks x5 (£60 total), plants for the new gardening club (£50). It was agreed that the PA will fund all these items as requested by the School Council, to include £100 for gardening club rather than the £50 requested (£3460).

6.0 100 Club

- 6.1 The draw for March and April 2019 (drawn by SL on 29/04/19):

	1	2
March (£100)	39 – Lindsay Brazil	188 – Sarah Duce
April (£100)	15 – Ann Daly	143 – Pate’s

- 6.2 £300 will be paid out in prize money. LT/LC

7.0 Matchfunding (GP)

- 7.1 £350 to come in from Vodaphone through match funding.

8.0 Media/Publicity (LT)

- 8.1 LT and AM will be publicising ‘Back to School’. LT/AM
- 8.2 After discussion it was agreed that we should keep the PA noticeboard in reception. LT will update the amount raised in the past year on the board. It was suggested that this could be updated on an annual basis. LT

9.0 Bar Stock (EF)

- 9.1 Nothing new to report.

10.0 Second-Hand Uniform (LT)

- 10.1 Nothing new to report.

11.0 Past Events

- 11.1 GCHQ Languages Quiz – raised over £100. Families were working on it in the ‘café’. Some also sold electronically after the fair. LT expressed her thanks on behalf of the committee to RA for organizing this.

- 11.2 RA had some observations from the Spring Fair that she wished to hand on:
- Footfall was a bit lower than last year.
 - Parking was a problem.
 - Having jazz band on the stage was a problem to the stallholders who were immediately in front of the stage as they were unable to talk to customers whilst the band were playing and people were standing in the way.
 - Stallholders had done a bit less business but still said that they enjoyed coming.
 - A few stallholders had dropped out on the day and hadn't paid in advance – perhaps paying ahead of the fair would be a good idea next year.
 - LT is creating a folder with hints to hand on for next year.

11.3 Choral Concert – quiet event from a PA perspective.

11.4 LT is still trying to sell the old PCs.

12.0 Future Events

12.1 Leavers' Concert – 1st May. Laura has made a hamper up already for the raffle. LA and AM to run the raffle at the start of the concert. SP and LT may be able to count the money before leaving, otherwise can leave for CM and LA to count in the interval as they are attending the concert.

12.2 Sports Celebration Evening – 25th June. DE to lead.

12.3 Junior Concert – 26th June. CH to lead.

12.4 New Year 7 Parents' Social Evening – 27th June. AM to lead.

12.5 Back to School – 1st July. AM managing ticket sales, etc. £50/ticket. LT away.

12.6 House Drama – 9th & 10th July (10th is the date with matinee and evening). To be discussed further at next meeting.

13.0 Any Other Business

13.1 Key boxes (LT). There is now a key box on the wall in reception for the PA keys. However, the box is too small for the bunch of keys and the box is too high. The keys are therefore still in the cupboard at the moment. SP will ask if the box can be changed. SP

13.2 CH reported that £123 has been raised from the recycling scheme. There was discussion about whether there could be a box put in the refectory for students to put crisp packets and biscuit wrappers in, and also whether the Eco committee might be able to supervise this.

13.3 Spring Fair 2020. SP asked whether PA could consider the Spring Fair 2020 date and focus. Would we consider supporting the Sport/PE department, if so would need to be able to confirm a date now so that rugby fixtures could be rearranged to free up the staff and students to participate. The staff would be happy to supervise some activities in the Sports Hall. Examples of items required by the department include: high jump bed, new team kits, hurdles, javelins, discus. This was discussed. PA prefer to support item used by all as a focus for the Spring Fair so if the target items fulfilled this then this would be agreeable. (Date cannot clash with Race Week.)

13.4 SP informed the meeting that she is leaving. Her last day is 7th June. Alex will be taking over her role. LT proposed much thanks from the PA for the support that Shirley has offered us over the years.

14.0 Date of next meeting

Wednesday 5th June, 6.45pm in Foundation Bungalow.

LA 12/5/19