



# The Pate's Grammar School Parents' Association Meeting Minutes Monday 14<sup>th</sup> January 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
Alex Collishaw (100 Club)	AC
Dawn Eccles (Uniform)	DE
Stephen Locke (Pate's Bursar)	SL
Shirley Park (Pate's Development Officer)	SP
Mary Farquhar	MF
Anne Daly	AD
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.

## **2.0 Previous Minutes Approval**

- 2.1 The Minutes from November's meeting were approved.

## **3.0 Matters Arising**

- 3.1 Following LT's call for volunteers to support the committee (Jane Bailey Pate's parent year 10 and year 8) has volunteered to take over the co-opted role of Media, to take over from Ben Coley. LT, on behalf of the committee, offered massive thanks to Ben for his input and support. Another parent, Jane Barben, volunteered to take over the role of collecting raffle prizes for the Spring Fair and has done an amazing job.
- 3.2 LT informed the meeting that following discussions with venues and with LC and LA the decision has been made to cancel the idea of a PA Ball in 2020. The cost of the

outlay and the required cost of tickets was too much of a financial risk for the PA and too much to expect parents to outlay for not much financial return. LT will let the venues know that we will not be proceeding. LT

3.3 The total raised from the foreign currency collection (not all yet showing on the finance balance) was £567.

3.4 The recycling scheme, being run by mum Tricia Watson and supported on the PA by CH, has raised £41 so far. Items that can be recycled include crisp packets, toothcare, personal care, household cleaning, biscuit wrappers. CH will check whether Pringle tubs are now included. CH

#### 4.0 Finance Report (LC)

4.1 The PA bank accounts currently shows a total balance of £31,263 (PA charity account £25,680 and 100 club account £5,583). Total available for donations = £35,763.

4.2 Takings since last meeting total £9,937.51. They comprise PA Quiz - £2093.50, Donations - £320, Match Funding (Vodafone) - £350, Pate's Foundation Concert raffle - ££310.30, Christmas Bazaar - £4534.40, Pates Pig - £44, Chicago - £1,847.60, Carol Concert - £102, Uniform Sales - £89, Cash for Coins - £246.65.

4.3 Promised to School – Contribution to IT suite to be used by Languages Department - £30,276. Amount to be confirmed following Spring Fair.

4.4 The finance summary provided gives details of the accounts (attached).

#### 5.0 Update on Purchases (SP/SL)

5.1 SL gave a short presentation on the status of the refurbishment project, which is running both to schedule and budget. This showed where the IT suite that the PA hope to furnish will be sited. The proposed end date for the refurbishment is 30<sup>th</sup> April. Official opening of the new areas by Sir Robert Winston will be on 8<sup>th</sup> May.

5.2 SP had produced a list of items that the PA could consider supporting (attached) SP confirmed that the new IT lab, which is used a lot by the Languages Department, will be completed by 8th May. Cost of fitting out this IT suite would be £30,276 to include furniture and IT equipment. It was also discussed that the minibus lease (on a previous minibus) expires in April 2019. The cost of leasing a new minibus was not clarified but the previous lease was IRO £300/month. There will also be a new science lab conversion when the junior library has moved to its final place, as part of the refurbishments.

5.3 It was confirmed that the PA wish to support the fitting out of the new IT suite as a way of supporting the languages department, and this will be the focus of the fundraising for the Spring Fair. Further projects will be considered after the Spring Fair.

#### 6.0 100 Club (AC)

6.1 There were 143 shareholders in November and 138 in December. Those who left were families whose children had left some time ago.

6.2 The draw for November and December 2018 (drawn by SL on 14/01/19):

	1	2
November (£100)	57 – Pate's	143 – Pate's
December (£100)	23 – Yang Chen	162 – Julie Burgess

- 6.3 £200 will be paid out in prize money. AC
- 6.4 SL confirmed that the last ball audit, to confirm that all balls are present, was last completed in April 2018. SL and SP will undertake the next ball audit by April 2019. SL/SP

### **7.0 Matchfunding (GP)**

- 7.1 GP will recontact a parent who offered £7,000 via match funding to check whether the forms are available to complete yet. GP

### **8.0 Media/Publicity (LT)**

- 8.1 BC has created an advert/flyer for the Spring Fair.
- 8.2 Pate's Progress will contain a couple of pages on what we achieved last term.
- 8.3 As mentioned before, BC is stepping down and JB will take over. LT to manage in between.

### **9.0 Bar Stock (EF)**

- 9.1 Purchasing will soon be under way for future events.

### **10.0 Second-Hand Uniform (DE)**

- 10.1 DE reported that there is an excess of old sports kit in the uniform cupboard, mainly in small sizes, and that Year 7s are reluctant to use this old kit as spares. She has had reports from some parents that multiple new kits have been lost by their year 7 children, hence they had purchased some of the old kit. DE wondered whether a message should go out to parents to check for the lost kits at home.
- 10.2 SP will clarify with the PE department in what capacity year 7s can use the old kit. If it is still useable, a message could then go out to confirm the situation to parents and pupils. There was also a suggestion that the old kit could be taken when the teams go on tour. SP will also ask the PE department re this. SP
- 10.3 LT suggested that an 'apprentice' be requested for DE, to work alongside her and be able to manage the uniform cupboard if DE is not continuing next year. LT to send a request out in the Headmaster's Message. LT

### **11.0 Past Events**

Christmas Quiz – Very successful. DE and AD were thanked for running the bar.

Christmas Bazaar – Huge success.

Chicago – Also a successful event.

Carol Concert – Mulled wine and mince pie reception afterwards was a lovely atmosphere, but poorly attended by parents. LA suggested perhaps it could be mentioned with the formal notices at the start of the service. Perhaps also could be added to the order of service. However, if more parents attend, more mince pies will be required next year! There was a lot of mulled wine left over this year.

Foreign coins – successful, but time consuming.

### **12.0 PA Ball**

- 12.1 Not pursuing. See Matters Arising.

### **13.0 Future Events**

- 13.1 Instrumental Concert – Wednesday 30<sup>th</sup> January. SP to confirm that this is taking place. CH to lead. LT, LA, EF all available. Not clear yet what the running order is and whether there will be an interval. SP to confirm to LA ASAP as a Doodle will need to go out for helpers if this is a big event. SP/LA
- 13.2 Chinese New Year – Sunday 3<sup>rd</sup> February. PA have been asked to support this event at school. We will have our usual stock and support as required with raffle ticket selling etc. Not a licensed event. LT to make Veggie Dumpling Noodle Soup. There will be other Chinese foods available. LT, AM, CH, LA, GP, MK all able to attend therefore no Doodle required for this event.
- 13.3 Jazz Concert – Tuesday 12<sup>th</sup> February – AD and DE available.
- 13.4 Spring Fair – Saturday 9<sup>th</sup> March. \*Planning timetable previously issued by LT. \*RA offered that colleagues at GCHQ could provide a quiz sheet. This could be on a languages theme. It was suggested that it would be best to sell this beforehand. 'Tasters' of languages was also offered. \*RA is organizing the external stallholders again. She has had a lot of messages from Christmas stallholders saying that it was one of the best organized events they had attended. RA needs to know top number of stalls that there is room for in the hall. A year 12 pupil has a business selling bamboo straws and would like a small table. Charge of £7.50 for small tables. \*Raffle ticket prizes being gathered and will be listed on raffle tickets. \* Not doing soup this year – will be doing toasties. \*Sponsors required for stall sponsorship. LT to organize for this to go into HM message \*Laura not doing stationery this year \*Tombola prizes to be sorted (LT/CH) \*Gallery to be opened early as per last year for access to 'café' \*Message to go out on 28<sup>th</sup> January to volunteers re envelope stuffing on Friday 8<sup>th</sup> Feb (LA).
- 13.5 Choral Concert – 27<sup>th</sup> March. In the school hall this year. CH and DE available.

### **14.0 Any Other Business**

- 14.1 LT raised the issue of succession planning – all parent email to be sent out. The posts of Secretary, Data, Vice Chair and Uniform will be stepping down in October. AM is happy to stand for Chair, and MK to stand for Treasurer. LT also congratulated CH on her appointment as a governor. LT
- 14.2 The PA social evening is to be held on 19<sup>th</sup> March at SP's House, in Sandhurst. Further details to come SP
- 14.3 'Smile Amazon' is a way of purchasing through Amazon that donates a percentage to charity. SP/LT/LC are happy to set up the PPA as a charity on the site. SP/LT/LC

### **15.0 Date of next meeting**

- 15.1 Monday 4<sup>th</sup> March, 6.45pm in Foundation Bungalow.

Post meeting note .....

LT contacted committee members on 16<sup>th</sup> January to ask whether we should also fundraise towards the three language budgets as well as towards the IT suite, as mentioned above. There was unanimous agreement for this.